

Chapter 4 Space Organization Considerations

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Chapter 4

4-1

General

a. BASIC REQUIREMENTS The development of specific space organization principles is a basic requirement of the project development process. Space organization principles are used to develop the individual facilities-planning and space layout guidelines which will govern subsequent design development. The local using service must determine the appropriate organization-of site elements which will be used in the development of pre-design concepts. Space organization principles will normally be developed in support of functional requirements and prepared as supplemental data (illustrations, diagrams, etc.) for inclusion in the Project Development Brochure (PDB). Requirements for establishing space organization principles for individual military police activities and organizations are described in Sections 4-2 through 4-5. In developing the space organization principles most appropriate to the individual mission/function needs and local requirements, the using service must consider.

- (1) The functional characteristics of individual military police activities and organizational elements.
- (2) The physical characteristics of the functions, spaces and building and site facilities required by individual military police organizations.
- (3) The special operational and environmental requirements of individual activity spaces, general functional areas and the entire facility.
- (4) The combined functional equipment and personnel requirements and mission/peculiar planning and design considerations specific to individual organizational components.

b. PREREQUISITES Pre-design concepts are based on space organization principles appropriate to the specific needs of the local using service. Before appropriate space organization principles can be established, however, the using service must review preplanning decisions, operating agency guidance, and local requirements as well as give careful consideration to the general planning and design guidance contained in Chapter 3.

c. SUBSEQUENT USE Once appropriate space organization principles are identified, these principles will be used by design evaluation and using service personnel to ensure that architectural solutions achieve functionally desirable results. The various principles of space organization described in this chapter can also be used to develop requirements for improvement in the organization of existing individual activities and general

functional areas. In such cases, special functional requirements and existing conditions should be carefully reviewed by the using service in identifying specific applications.

d. PRINCIPAL CONSIDERATIONS There are several factors that govern the Identification of appropriate space organization principles. These primarily involve requirements for consistency in the function and operation of military police facilities and in the location of and relationship between principal organizational, building and site elements. The following factors should be considered in all cases.

(1) Image A major and consistent objective in the development of both new and existing facilities is the need to create a positive public image of military police activities. The public (military and civilian) must not be confused in its perception of law enforcement activities as accessible and helpful. Thus space organization principles must not inhibit the public's access to the services and assistance of police facilities. The creation of a positive public image is essential to the effectiveness of military police community service programs.

(2) Organization Consistency in the arrangement and function of organizational elements and individual functional activities is essential to a uniform application of the standard operating procedures of the Army's military police program. This consistency will be accomplished by establishing space organization principles that reflect the needs of similar working relationships and operating conditions rather than the scale and intensity of individual operations.

(3) Planning and Design Standards Regarding facilities-planning and design standards, internal space organization and building and site layout should adhere to generic functional requirements. Mechanical and technical requirements and environmental and structural systems layout should not be significantly affected by minor changes in the size of operational activities.

(4) Continuity The current operational characteristics of MP activities and organizations must be carefully evaluated to maintain continuity between existing approved functional and physical relationships and new operational requirements.

(5) Economy Space organization principles should provide for the economic construction of building and site elements and allow for the development of efficient support facilities.

e. FUNCTIONAL OBJECTIVES Space organization principles should satisfy mission peculiar requirements and operational objectives, which are generic to all military police activities. Space organization principles must provide for:

- (1) The development of a functionally integrated and operationally responsive facility.
- (2) The maintenance of functional integrity within individual activities and general functional areas.
- (3) The separation and control of visitor/staff circulation within and between major activity areas.
- (4) The definition of a clear order of movement from public to private to confidential activity areas.
- (5) The provision of physical requirements and environmental services which maximize energy efficiency and building economy and minimize long-term operating and maintenance costs.
- (6) The flexibility to rearrange or expand individual activity areas or to change or adjust basic law enforcement or administrative support techniques without the major interruption of unaffected activities.

4-2 Functional Characteristics

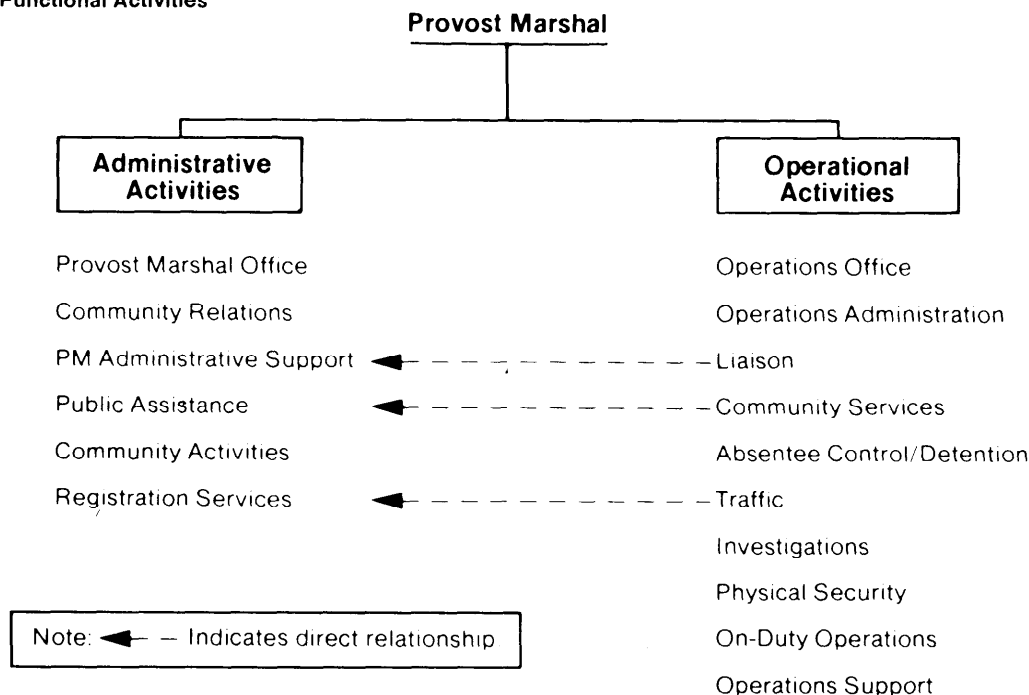
a. ORGANIZATIONAL CHARACTERISTICS Internal activities can be categorized into two principal functional groupings. Administrative (Public and Police Services) and Operational (Law Enforcement) activities. The organizational characteristics of these groupings

are functionally compatible and generally correspond to the "Public" and "Private" activity groupings described under physical characteristics in Section 4-3. It should be noted, however, that certain of the activities overlap, and all Interact. Therefore, the local using service must accurately describe individual activities in terms of their primary or predominant organizational characteristics. In general, the grouping of military police activities according to functional compatibility lends itself to the arrangement illustrated in Figure 4-1.

(1) Administrative (Public) Activities When describing the organizational characteristics of administrative activities, consider the needs of both administrative and operational functions. For example, Registration Services, while primarily administrative (service oriented) in functional responsibility, supports the informational needs of several operations sections. Similarly, Community Relations, while performing its primary function of planning and coordinating activity that interacts with the community, also interacts, with each of the operations sections. Operations Administration, while performing its primary function of supervising the activity of all of the operations sections, routinely provides informational assistance to the public in an administrative (or public services) capacity.

(2) Operations (Private) Activities In terms of accurately describing the organizational characteristics of operations activities, their functions fall primarily within the military police Operations branch. However, the general supervisory functions of operations activities are considered to be office-type functions

4-1 Compatibility of
Functional Activities



which are administrative in nature. For example, except for the general public service activities of the Operations Administration section and the MP Desk, the Operations Office supervises, manages and supports the routine aspects of all operations activities. Most subordinate operations activities are generally considered to be private-type activities. These activities employ the greatest number of military police personnel, perform most direct law enforcement and crime prevention functions, and receive and process all detainees and offenders. Descriptions of operations activities must indicate the natural and desirable functional and physical relationships that exist within the Operations Office, between it and the subordinate functional sections, and between the various individual functional activities of military police Operations branch and other military police activities.

b. FUNCTIONAL RELATIONSHIPS The functional relationships of Administrative and Operations activities are best expressed in physical adjacencies or separations. Emphasis should be placed on identifying relationships that will effect the most desirable and efficient operating conditions. Table 4-1 indicates typical functional relationships for military police activities. The degree of physical adjacency or separation will depend on the scale of the individual military police activity or organization being considered. Compared to the degree of physical adjacency required by small activities or organizations, large military police operations will require a greater degree of latitude in determining the proper distance between functional activities sharing functionally important relationships. Larger and more sophisticated MP operations are often comprised of a

number of subordinate and separate operations sections; these sections are often larger in terms of staff and space requirements than most sub-sections of small, less organizationally elaborate MP operations. Thus, in developing space organization principles that indicate desired functional relationships, the use of a semantic scale will best describe the degree of physical adjacency or separation among or within the major activity groupings in a military police facility. As a guide to the layout of functional relationships, average distances have been indicated for the descriptions listed below. These distances should be adjusted to the scale of individual operations. The types of functional relationships described below are typical, not absolute, and may vary according to the appraisal of local conditions and requirements.

(1) Essential (Within a 25 ft. radius) This describes relationships where it is imperative that the activities be physically adjacent in order to operate effectively.

(2) Important (Within a 50 ft. radius) This describes relationships where it is highly desirable for the activities to be physically close to facilitate interaction.

(3) Convenient (Within 100 ft. radius) This describes relationships where it would be satisfactory if the activities were not physically close and where effectiveness would not be impaired by separation.

(4) Remote (Beyond 100 ft.) This describes relationships where it would be expedient if the activities were physically remote, since functional effectiveness might be impaired by physical interaction.

Table 4-1: Functional Relationships

	Essential	Important	Convenient	Remote
Functional Activities				
1 PM Office	2, 3	5, 8	4, 11, 13, 14, 15	6, 17, 18
2 Community Relations	1, 4, 5	3, 8, 11	15	17, 18
3 PM Admin. Support	1	8, 9	4, 5, 11, 15	
4 Public Assistance	15	1, 2, 5, 11	6, 8	
5 Community Activities	1, 2, 4	15	8, 11	
6 Registration		7	8	
7 Traffic		15	8	
8 Operations Office	9	1, 15, 13, 14	12, 16	
9 OPS Admin.	8	3	15	
10 Liaison		1, 3, 8	11, 13, 15	
11 Community Services		4, 8, 15	1, 5, 13	
12 Absentee Control	15	8, 13, 16	11	
13 Investigations	14	8	1	
14 Physical Security	13	8	1	
15 On-Duty Desk	4, 11	8, 16, 17	18	
16 Briefing/Training	17	15		
17 Lockers/Shower	16	15		
18 Operations Storage	17	15		1,2

C. CIRCULATION REQUIREMENTS Using the activities described in Table 4-1 as typical, Table 4-2 indicates general visitor/staff circulation requirements for individual MP activities. Using the format illustrated in

Table 4-2, the local using service should identify for individual projects the major generators of internal circulation and those activities which get visitors at night as well as during normal duty hours.

Table 4-2: Circulation Requirements

Functional Activities	Daily Visitor Traffic Load			
	Heavy	Medium	Light	At Night
1 PM Office	•			•
2 Community Relations		•		
3 PM Admin. Support			•	
4 Public Assistance	•			
5 Community Activities		•		
6 Registration	•			
7 Traffic			•	•
8 Operations Office		•		•
9 OPS Admin.		•		
10 Liaison			•	
11 Community Services			•	
12 Absentee Control			•	
13 Investigations		•		•
14 Physical Security			•	
15 On-Duty Desk	•			•
16 Briefing/Training			•	
17 Lockers/Shower			•	
18 Operations Storage			•	

d. FUNCTIONAL ORGANIZATION The functional affinity expressed by the organizational characteristics, physical associations and circulation requirements of individual activities can be used to evaluate the effectiveness of existing conditions or the suitability of specific space organization principles. The functional characteristics generic to police activities provide the basis for grouping the various administrative and operational activities and general activity support areas into organizational components. Functional characteristics can also be used to establish specific function, flow and supervisory relationships between the general organizational components listed below and diagrammed in Figure 4-2.

Zone 1 - Provost Marshal Office: Includes those activities related to the direct support of the Office and the overall direction and management of law enforcement functions of the facility.

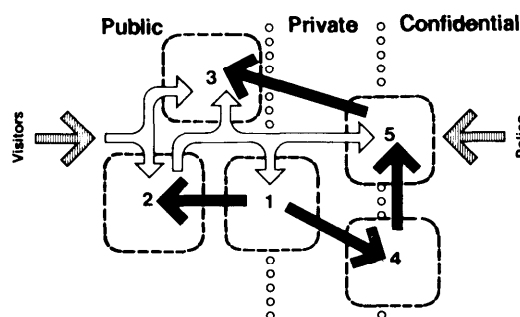
Zone 2- General Reception and Information: Includes activities related to the control and direction of visitor traffic.

Zone 3- Registration and Traffic Services: Includes those activities related to registration and/or licensing of vehicles, weapons, pets, etc.

Zone 4- Operations Office: Includes those activities oriented toward the management, supervision and support of its operational sub-sections.

Zone 5- Operations Sections: Includes those functional activities oriented toward the reception, processing and disposition of offenders; report preparation; patrol activity; Investigation activities; physical security; traffic operations; MP communication and informational activities; and special activities.

Figure 4-2 Functional Relationship Diagram



4-3

Physical Characteristics

a. GENERAL Specific space organization principles must identify the physical characteristics appropriate to individual MP facilities. In identifying the appropriate physical characteristics, the using service must indicate the need for expansion and flexibility in functional activities, requirements for building and site location, building structure and the satisfaction of future development needs. The identification of appropriate physical characteristics for the entire facility will generally depend on the type of activities to be included in the project. Thus, it is necessary to identify the specific requirements and characteristics of individual administrative and operations activities. These activities generally correspond to the "Public" (administrative) and "Private" (operations) descriptions below.

(1) Public Activities Public activities generally include police community services, such as: community relations, including public information and assistance programs to develop public awareness, understanding and voluntary support for installation law enforcement and crime prevention programs, general MP administrative and police service functions, which compile data and provide informational assistance and guidance to Installation activities and units; and registration, traffic and liaison services, which include direct contact with local civilian counterpart agencies in addition to the general public. Public activities might require administrative support spaces, such as a large conference or meeting room, public lounge or records areas, etc.

(2) Private Activities Private activities are generally categorized as operations or on-duty activities associated with the principal responsibilities of a military police organization, law enforcement crime prevention, investigation and physical security. These activities include such special operations spaces as the MP Desk, Duty Officer and Duty Investigator suite. Prisoner/Offender Processing area and Patrol Activities, including briefing, training and on-duty reports preparation. Private activities might require general operations support spaces such as lockers, showers and break areas for both uniformed and non-uniformed military police personnel, interior and exterior operations storage areas for on-duty equipment and emergency fire arms.

b. FACILITIES PLANNING CRITERIA Actual building and site requirements will be based on a proper

organization of individual activities and general functional areas in accordance with the objectives stated above. In establishing individual space organization principles, every attempt should be made to apply facilities planning criteria consistent with overall military construction objectives. However, actual requirements may reflect the difference between the application of general DOD space allocation criteria and the development of specific functional requirements for essentially operational activities. In general, the facilities planning criteria for military police activities will allow the provision of functionally effective and operationally efficient facilities which are responsive to the unique requirements of the local using service. In order to accomplish this, the using service must provide information regarding the following facilities planning factors before developing specific space organization principles.

(1) Facility Location The effectiveness of the military police as a community service organization depends on operational relationships established between related functional activities, such as the CID and SJA, and the other activities that provide installation support. The local using service must identify the importance of these relationships in order to determine the proper location of military police facilities. Proper location will also depend on long-term organizational relationships and operational objectives of Individual military police activities and on specific programs for the colocation and comprehensive development of related law enforcement, criminal investigation and criminal justice facilities.

(2) Access Control In all instances, whether for a single activity or for an entire facility, the control of public access is essential to maintaining the functional integrity of military police operations. It is, therefore, essential that the using service provide specific requirements for the separation of public and police activity dress and the control of visitor access. Requirements for accessibility should not conflict with on-going functional activities, whether administrative or operational in nature.

(3) Functional Groupings Special conditions or unusual planning criteria affecting the organization of functional activities must be identified by the using service. This information will be used to group activities according to functional and physical characteristics, establish a clear, efficient and distinct pattern of circulation, determine the need for flexibility in function and space, and identify areas requiring special mechanical or structural consideration.

c. SITE AND BUILDING CHARACTERISTICS The identification of appropriate site and building characteristics for specific projects depends on the functional characteristics of the individual activities included in the project and the way activities within the various functional zones are organized. The following principal site and building characteristics should be studied by the local using service in developing specific physical development and space organization principles.

(1) Site Characteristics Refer to the guidance contained in Figures 4-3, 4-4, 4-5, 4-6, and 4-7 in determining space organization principles related to location and site configuration. Individual projects require a comprehensive evaluation of the site and building constraints imposed by:

(a) The site development requirements related to the exterior operational needs (access, parking, secure storage, impoundment, guard mount, etc.). Partic-

ular attention must be given to identifying site elements peculiar to the individual military police activities and organizations.

(b) The compatibility of internal functional activity and external operational requirements with adjacent land use and physical development. Careful consideration of private and public activity requirements is essential.

(c) The requirements for site development flexibility and future expansion of major site and building elements.

(d) The site boundary and developable area limitations.

(e) The requirements for able-bodied and handicapped access (pedestrian and vehicular) on the part of visitors and staff.

(f) The projected requirements for organizational development, consolidation, colocation, etc.

Figure 4-3 Site Boundaries

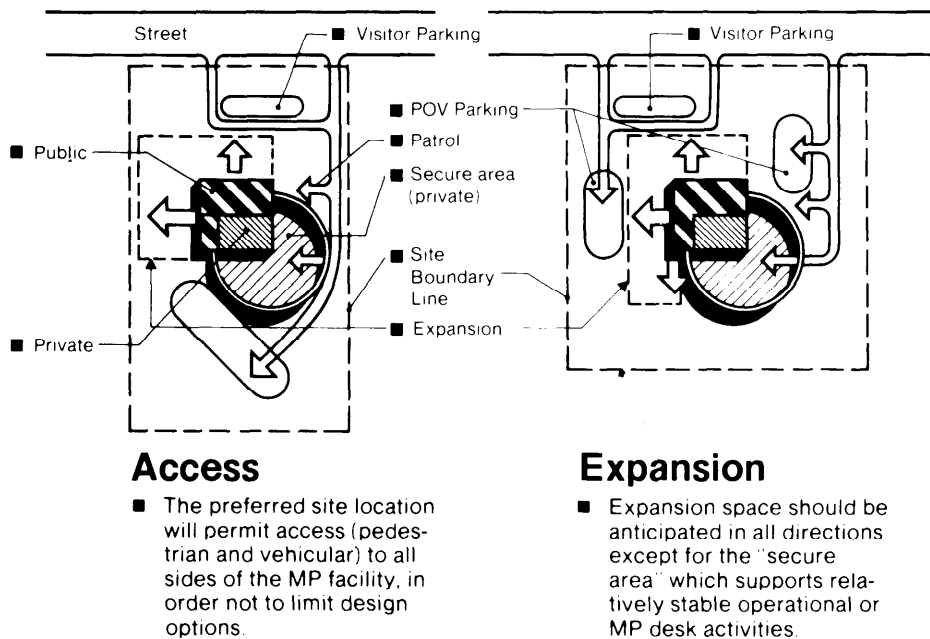
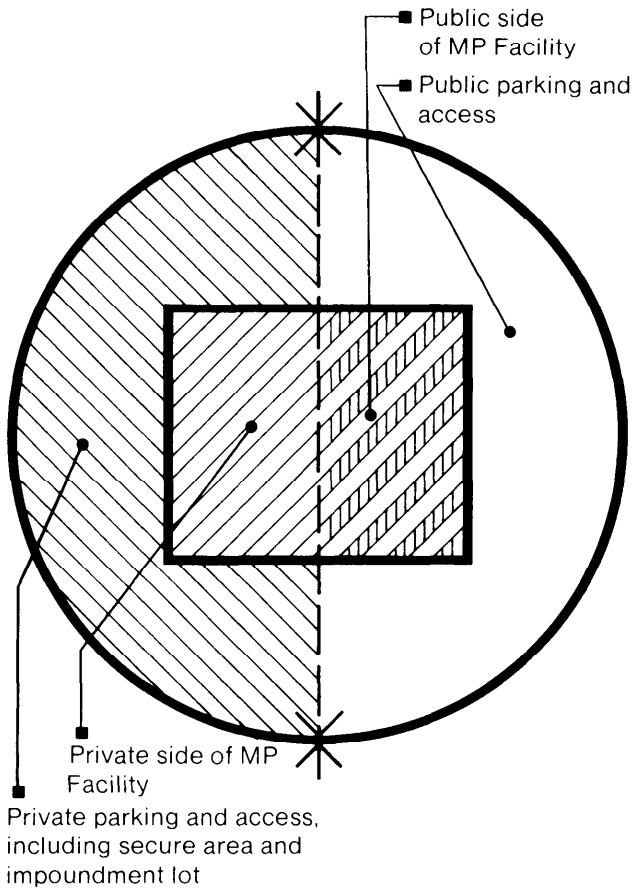


Figure 4-4 Public/Private Functional Areas



Front (Public) vs. Back (Private)

- All MP facilities, regardless of size, have a basic need to be organized with a distinct public and private functional area.
- The public area creates the "Image" expressed to the military community by MP, and thus should be an architectural statement that is open, inviting and compatible with other service facilities on the base.
- The private area, because of its functional requirements for security and secrecy, will likely result in an external architectural expression that is more closed than open.

Figure 4-5 Location and Siting Considerations

Site vs. Image

- An MP facility is best located in close proximity to other community service facilities, which are likely to be clustered with adjacent shared parking areas. This can be expected to result in a 360° visual exposure for the MP facility—and an accompanying "Image" problem related to the "Private" side or 180° of the total.

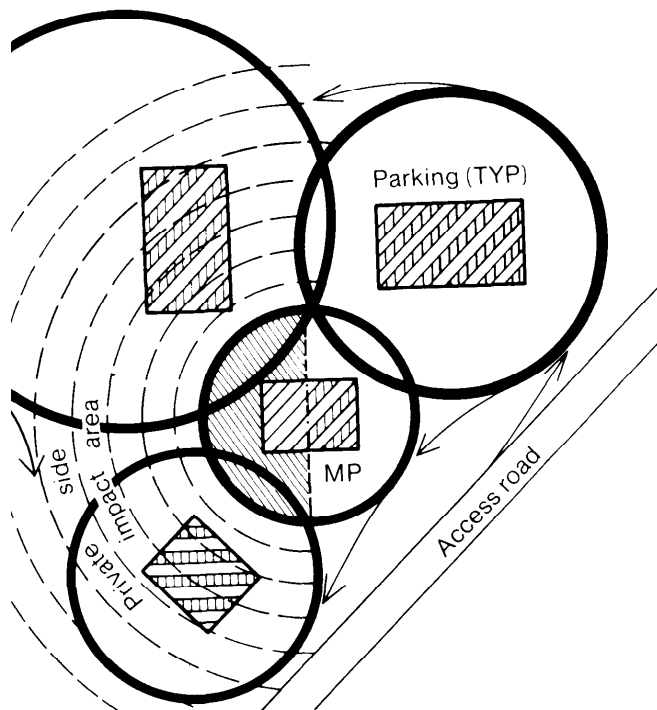
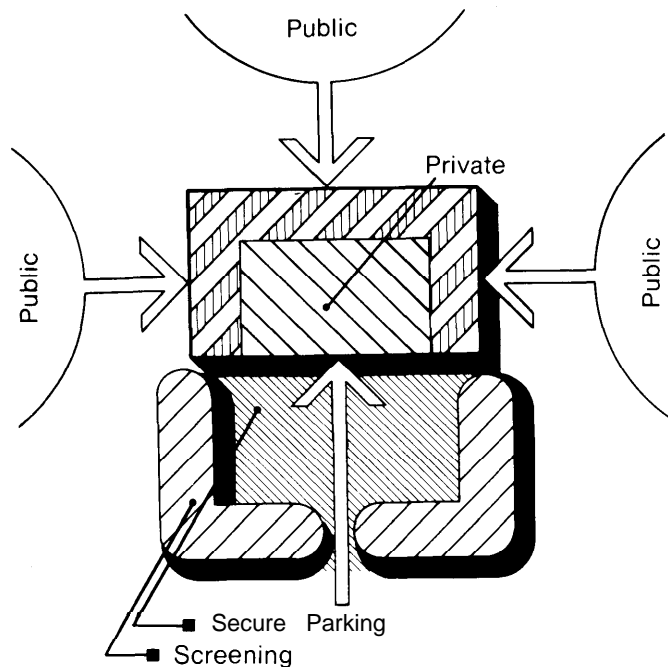


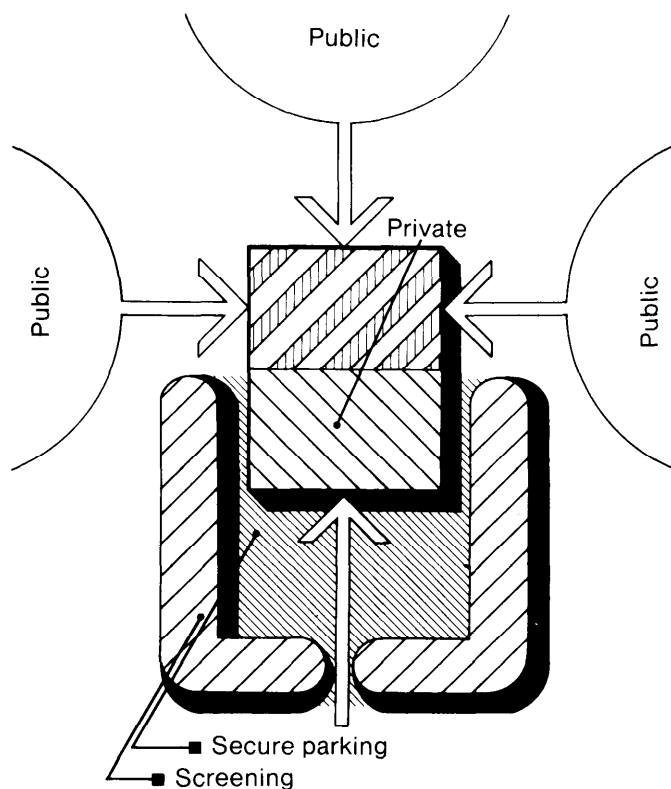
Figure 4-6 Location and Site Characteristics



Direct Expression

- When the two sides of an MP facility are equally exposed to public view, it is desirable to provide some overlap of the necessary screening for secure parking. This will conceal the access to the private side of the building and soften the contrast between the public and private sides.

Figure 4-7 Location and Site Characteristics



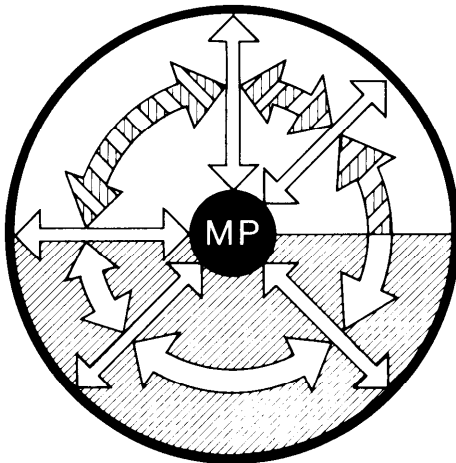
Concealed Expression

- By the use of plan organization a more desirable ratio of exposed public side to private side may be achieved. Developing administrative functions along much of the building perimeter (where these spaces benefit from available natural light and the resulting exterior view is more open) minimizes required screening and minimizes a desirable image to the community.

(2) Building Characteristics Refer to the guidance contained in Figures 4-8, 4-9, 4-10 and 4-11 in determining space organization principles related to building characteristics. The local using service must identify the individual functional requirements of public and private activities which will influence the siting,

orientation arrangement and form of principal building elements. Thus, each military police organization should consider the space organization concepts described in the following illustrations in order to develop the most appropriate building characteristics.

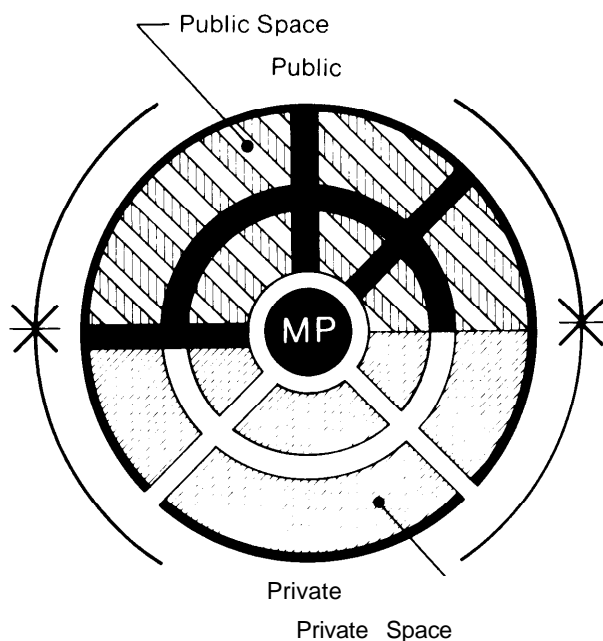
Figure 4-8 Building Characteristics



Circulation Concept

- An abstract circulation diagram, for any MP facility regardless of size, would reveal a definite central core, which is the MP Desk and its related activities. Because it is the functional heart of the building, all internal circulation moves radially in and out from this area or laterally around it. Both the public and private side of the facility require varying degrees of adjacency to the core area.

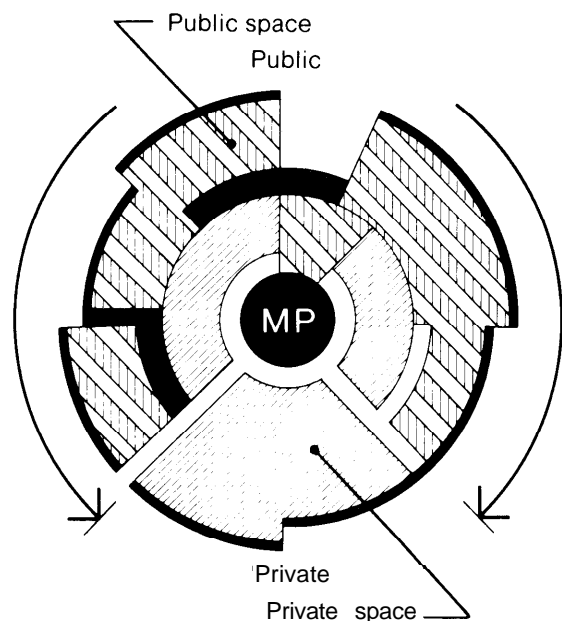
Building 4-9 Building Characteristics



Diagrammatic Floor Plan

- An idealized plan layout might be composed of 2 or 3 rings of spaces surrounding the central core, with functional requirements determining their proximity to the center. Circulation distances would be minimized by a series of radial and ring corridors. Public and private spaces would be separated as would patterns of movement.

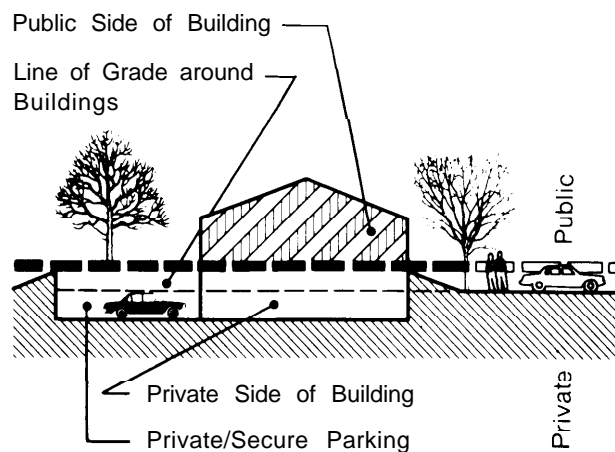
Figure 4-10 Building Considerations



Programatic Implications

- The purity of the idealized circular plan, and its related paths of circulation, begins to fade with the application of specific program requirements.
- Varying spatial needs, the effects of functional zoning, separation of plan components and key circulation effect major changes on the circular form.
- Additional changes occur from the process of organizing functional areas according to their needs for (1) proximity to the core (2) anticipated future growth requirements (3) outside awareness (4) privacy and protection.
- Another organizing force effecting change is the concern for image, public oriented functions are arranged along the perimeter, partially enveloping (and screening) private operational functions which benefit from the interior location.

Figure 4-11 Building Considerations



Concealed Expression

- As the alternative to "Direct Expression," the private side of the building can be partially or totally concealed by design, such as the development of two separate floor levels, with the use of berms, and grading around the building, the private side can be largely hidden, except for "secure parking" and access. These areas can also be concealed by similar sitework. The building image, with this approach, will be only public.

d. REQUIREMENTS FOR FLEXIBILITY Physical characteristics of flexibility must reflect the approved requirements for flexibility and growth in specific functional activities. Generally, the individual requirements for flexibility will vary in intensity and sophistication. The potential for actual implementation of provisions for flexibility will depend on the specific requirements of individual public and private activities and the special conditions and requirements involved in the development of organizational components. In general, the following should be considered:

(1) Public Activities Public activities usually require general office-type spaces and great flexibility. These requirements are related to the support required by installation activities as well as to changes in Individual law enforcement workloads. Physical characteristics involving provisions for spatial and functional flexibility of public activities should be established on the basis of an acceptable probability of change in the scale of operations of supported activities. The characteristics inherent in the need for flexibility are usually reflected by minimal requirements for permanently placed partitions and by an organization of site elements that avoids unnecessary constraints on the future arrangement of the building elements required by public activities.

(2) Private Activities Private activities of a critical operations nature and their functional support areas tend to remain relatively stable. In terms of their physical characteristics, such spaces do not need to be physically flexible in order to respond to fluctuations in the support requirements at the installation level. Rather, they should reflect an emphasis on utilizing technological, organizational and equipment flexibility as well as on changes in the allocation and sophistication of programs, services and staffing arrangements to compensate for alterations in basic operational support requirements.

(3) Special Conditions The supervisory, support and service-oriented functions of various operations sections represent an exception to the general conditions governing the expansion of military police operations spaces. Although they are considered to be "private", operational-type activities, they closely resemble administrative-type activities in that they have physical and environmental requirements similar to general office spaces with the exception of special space requirements, such as those for interview, evidence, storage and meeting areas or for MP desk and prisoner processing and support areas, operations sections can benefit from the space flexibility provided for general office areas. The spatial divisions of such office areas depend on functional and operational peculiarities. For example, the investigative

team has become an accepted nucleus of staff or organization for MP investigations, physical security, absentee apprehension and traffic sections; a division of space which provides for shared, private or semi-private offices will best meet their functional requirements.

(4) Special Requirements Special requirements for design flexibility must be identified where the probability of future expansion or change is high, or where future increases in manpower and equipment authorizations have been approved. Since the scale and intensity of crime prevention and law enforcement programs are largely associated with the size and character of local military installation activities, change or expansion in military police requirements will depend to a great extent on change and expansion in support requirements, tactical, mission or population characteristics at the installation level. If anticipated changes at the installation level are likely to affect total MP operations, the Individual level of design flexibility implied by such change must be identified and documented. Such documentation should include a reassessment of functional or staff organization requirements.

e. REQUIREMENTS FOR EXPANSION Requirements for expansion will determine the location of fixed position activity areas. These include critical operations areas, on-duty areas, operational storage facilities, and, where required, interior sources of natural light. In identifying space organization principles, the using service should consider the specific characteristics of expansion in terms of public and private activities and describe alternatives in terms of the following physical elements:

(1) Relationship of organizational components

(2) Space requirements for supporting activities. The expansion of the functional requirements for one or more primary areas may have a physical impact on the location and space requirements of activities which support essential functions.

(3) Internal and external circulation patterns (major and minor corridor systems).

(4) Mechanical and structural systems. Alternative studies should indicate the suitability of modular vs. random increments of expansion; systematic distribution of HVAC services vs. individual or direct unit supply.

(5) Location of relatively fixed interior and exterior spaces. Alternative studies should indicate the suitability of space allocations that avoid unnecessary impediments to expansion.

(6) Interior and exterior sources of natural light and air. Consider solar gain and heat loss from fenestration and indicate existing potentials for energy conservation.

f. ALTERNATIVE FACILITY CONFIGURATIONS

When considering site and building characteristics and requirements for expansion and flexibility, the using service should study a variety of building forms to ascertain their suitability to a particular scale and intensity of operation. Alternative building forms should be developed for individual project requirements, taking into account the basic functional characteristics of military police activities. The following should be considered:

(1) Principal Characteristics There are few functional activities within the military police organization that can maintain a consistently high level of individual mission effectiveness if they are isolated from interdependent or subordinate activities. Therefore, the principal characteristics of building size and the configuration of interior spaces should enhance the cohesive nature of military police operations.

(2) Functional Integration Functionally integrated military police facilities require close physical relationships between dependent operational activities on the private side of the facility. Thus, configurations of space (structural systems, etc.) that allow administrative and community service activities on the public side to interact with critical operational activities on the private side without prohibiting essential relationships will enhance the cohesive nature of military police activities. As an example, the core of space organization is comprised of the on-duty military police personnel and essential operational and supervisory activity areas. Intermediate areas include the military police staff areas that respond to incidental and routine requests for assistance as well as those which occupy general administrative or supervisory positions related to operational activities. These staff activity areas have a direct physical and functional relationship to the operational areas they supervise and the administrative activities they require for support.

(3) Building Area Since cohesive functional organization is essential to space organization, the physical characteristics imposed by building form must follow from this need. Therefore, the differences in building size in terms of floor area or required number of floors will vary in direct relationship to the physical limitations imposed by desirable functional adjacencies. These limitations will depend on the individual scale and intensity of operations and not directly or primarily on staff totals or the official organizational structure.

(4) Building Structure A single-story, cohesive organization of building structures represents a func-

tionally desirable and effective means of providing the specific functional requirements of military police activities. From the point of view of physical development, accomplishment of this desirable characteristic depends on a number of physical characteristics. The principal factor affecting the choice of building structure is the selection of a site with adequate development potential for expansion and the flexible arrangement of component activities. A multi-story facility would be appropriate where the development potential of a single-story structure is questionable or where alternative site evaluation determines that the most appropriate location in terms of essential external functional relationships has site limitations requiring a more concentrated form of development. Several forms and patterns for building structure should be studied in establishing an appropriate approach. Two building alternatives with schematic diagrams are provided below in Figure 4-12.

(5) Future Requirements The need for internal flexibility and the need for external expansion are the two principal aspects of future requirements that should be carefully considered in developing space organization principles. These and more specific concerns which might affect facility configurations in the future are discussed below. Also refer to Figure 4-13.

(a) Internal Flexibility Space organization principles emphasizing the need for internal flexibility will require the consolidation of compatible functional, physical and environmental requirements. Consideration should be given to concentrating on stable activities with a low potential for expansion, fixed requirements for function-specific operational space not amenable to change, open or general office environments and special public spaces. Relatively unconstrained spaces should be placed on the building perimeter at locations which are most liable to change. This should be done with the understanding that future space adaptations will depend on changes in staff size and sophistication or on Internal space adjustments caused by the incremental expansion of operational areas. These adjustments will ordinarily move from more stable interior spaces outward toward general office spaces.

(b) External Expansion When identifying site-related principles for future development, consideration should be given to alternative configurations of various component activities. Emphasis should be placed on identifying future physical requirements and functional relationships. Expansion and location factors should be identified for such support facilities as visitor, administrative or operational parking, utility lines, mechanical equipment space and outside storage areas, and any other special space requirements essential to adequate site development.

Figure 4-12 Alternative Building Configurations

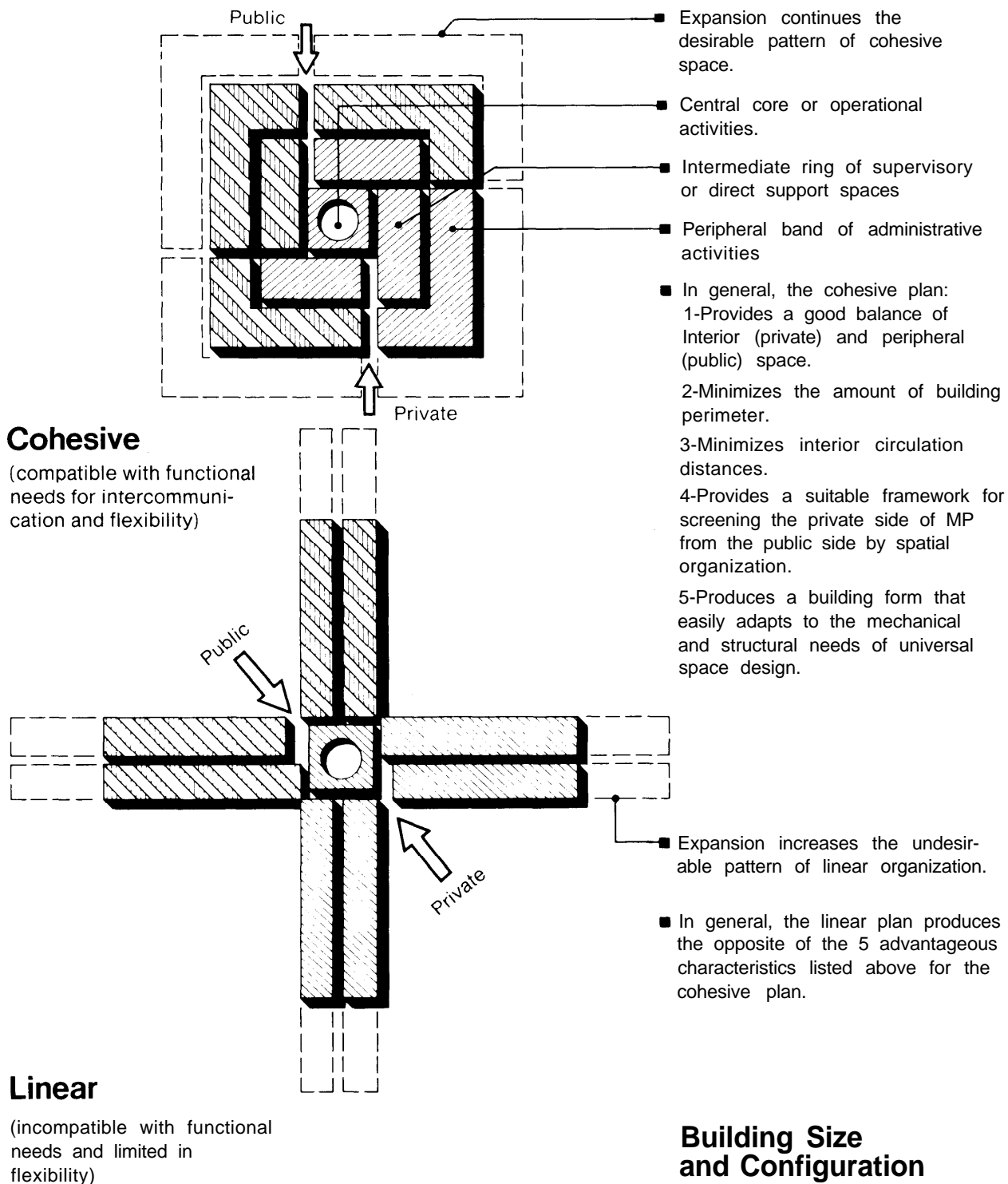
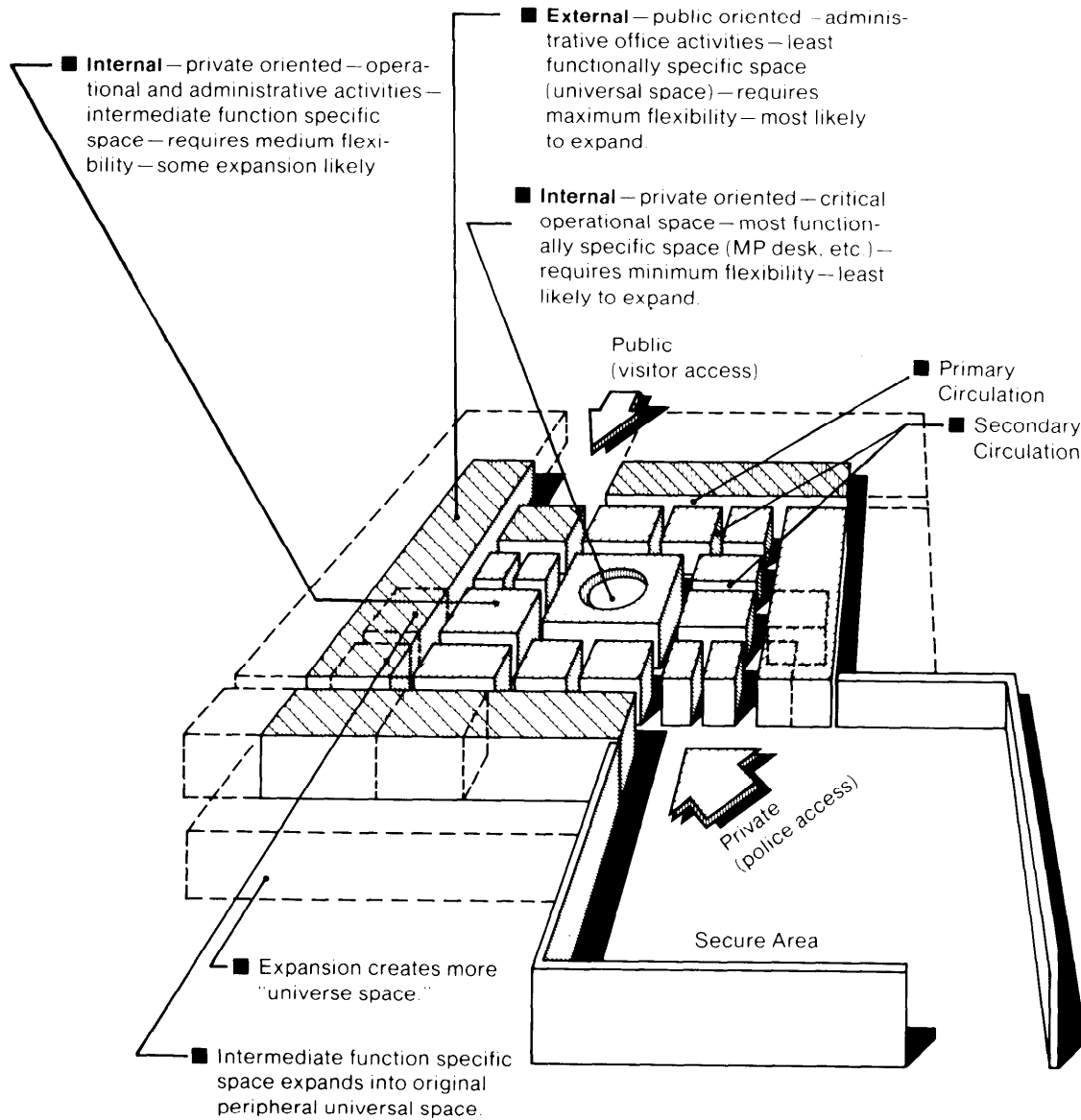


Figure 4-13 Requirements for Flexibility and Expansion



4-4 Space Planning

a. FACTORS AFFECTING SPACE PLANNING In order to assure a thorough determination of the physical and environmental requirements of individual functional activities and general functional areas (activity zones), the using service must evaluate the various factors affecting the planning and design of individual spaces. Reference should be made to the general planning and design guidance contained in Chapter 3. The following factors should be considered in planning individual spaces and in establishing the physical and environmental design requirements of individual functional activities.

- (1) Personnel and staff support requirements.
- (2) Special functional activity requirements.
- (3) General and specific space allocation criteria.
- (4) Functional and operational relationships of individual activities.
- (5) Operational and general equipment requirements.
- (6) Functional requirements of adjacent supporting or cooperating activity areas (including related functional activities).
- (7) Physical planning requirements involving accessibility related to.
 - (a) operations and administrative support personnel, internal and external communications, and routine work flow requirements.
 - (b) visitor/staff traffic control and separation requirements.
 - (c) special physical considerations, such as provisions for access by the handicapped, the emotionally distressed, persons at risk, or persons requiring police supervision or security.
- (8) Physical design requirements for such qualities of space as acoustic isolation; visual privacy; functional and operational security: outside awareness (interior and exterior), task, surface and material illumination (natural and artificial), operational relationships, span of control and functional support and comfort requirements for individual work stations. and building system, component material, finish and color requirements.
- (9) Environmental design requirements for such functional activity and habitability support facilities as' mechanical and technical operations equipment and HVAC, electrical, and plumbing services

b. IDENTIFYING PLANNING REQUIREMENTS In identifying individual planning requirements, the using service must consider the functional, physical and environmental requirements that are generic to military

police facilities. For individual projects the using service must determine appropriate space needs from the analysis of operations and administrative support space requirements outlined in Chapters 2 and 3. The using service should review and evaluate for applicability relevant DOD construction criteria and military police functional criteria pertaining to generic categories of administrative, operational, service or support facilities, equipment and personnel requirements, or to specific repetitive activities. Differences between general physical planning criteria (particularly space allocation criteria) and the space needs of individual projects may occur where mission accomplishment takes precedent over more restrictive planning criteria. Individual planning requirements will be based on the following factors:

(1) Basic Functional Objectives The using service must meet the following basic functional objectives in developing individual planning requirements:

(a) Maximum Efficiency Maximum efficiency in space utilization must be achieved through the application of space-planning criteria and function-specific component space standards which identify like requirements for like functional activities.

(b) Maintain Functional Effectiveness Individual space-planning criteria and specific component activity standards must maintain the existing or projected functional effectiveness of activities essential to mission accomplishment.

(c) Justify Special Requirements Function-specific space-planning and component activity standards must establish justification for special physical and functional requirements and unique design characteristics.

(2) Special Considerations The gross area requirements for a particular scale of operation or staff composition, derived from authorization tables and minimum operating standards, may well exceed general space allocation criteria. This might occur in either one or both of the following requirements:

(a) Net Functional Area This will usually be where interview rooms, conference rooms or other unoccupied spaces are required.

(b) Gross Building Space This will usually be where the functional requirements of operations or administrative support activities are such that the typical gross space allocation is insufficient for functional effectiveness, and also where the total physical space requirements are greater than those corresponding to conventional ratios for personnel totals related to gross space occupied. For instance, 162 square feet per occupant as a basis for determining gross area requirements is, without exception, unacceptable for military police facilities.

c. ESTABLISHING INDIVIDUAL SPACE REQUIREMENTS The establishment of individual space requirements will require a detailed analysis of the operating, habitability and environmental support needs of specific functional activities. The functional area requirements of each space will generally be determined from an understanding of the staff, furniture, equipment and circulation space required by the activity. Appropriate allocations of space should be developed for repetitive functional areas which vary in number with the intensity of operational activities. Such functional areas as private offices, open clerical space, interview and conference rooms are repetitive in nature and require similar enclosures with varying qualities of separation. Space standards for individual activities are described in Section 4-5. Actual requirements will determine specific enclosure characteristics; however, for repetitive type activities, acoustic and/or visual privacy requirements are noted with other special requirements where these requirements are essential to achieving a generally accepted standard of effectiveness.

4-5 Individual Space Standards

a. GENERAL The functional activity standards which are illustrated should be reviewed in conjunction with the descriptions of individual space requirements. The illustrated standards are based on function-specific "optimum" space-planning criteria and are used for descriptive purposes only. Specific standards should be identified by the local using service. Unique standards should be based on and integrated with space organization principles that reflect mission-peculiar and location-specific requirements of a project.

b. APPLICABILITY The principal application of space standards is in determining detailed functional requirements. The application of the "optimum" space standards to existing functional areas also may prove to be a useful tool in evaluating the efficiency and effectiveness of existing space utilization. This use of space standards, particularly in evaluating the effects of existing conditions on mission-performance, may, consequently, underscore both the initial determination of project need and the identification of operational and functional deficits in many existing military police facilities.

c. INDIVIDUAL FUNCTIONAL ACTIVITY STANDARDS The general functional requirements and physical attributes of staff and activity areas typically included in the planning and design of military police facilities are discussed in subsections (1 through 5) below. As an additional planning aid, schematic room layouts have been developed to illustrate the detailed space, personnel, and furniture and equipment requirements of typical and repetitive activities. Table 4-3,

located at the end of this section, provides a checklist of considerations useful in identifying and evaluating the design requirements of special or unique functional activities. Room layouts for these activities are not provided since actual requirements will vary dramatically for individual projects.

(1) Requirements for Private Space The general functional requirements and physical attributes of private space are:

(a) As a minimum the Provost Marshal, Deputy Provost Marshal, Operations Officer and Sergeant Major, each require sufficient private space for working meetings with staff personnel and the public. Larger and more formal meetings are appropriately held in a separate administrative conference room equipped for effective briefings and display.

(b) Supervisors of the functional sections subordinate to the Operations Office frequently meet with small numbers of staff personnel and the public; at these meetings counseling and/or discussion of privileged information occurs. Privacy also affords a working environment and work space for these individuals to effectively accomplish the administrative tasks attendant to their supervisory, managerial and review responsibilities.

(c) The community services supervisor may handle the cases of juvenile offenders as well as become involved in other sensitive and delicate situations. It is essential that this space be provided a warm and comfortable environment for counseling and related activities. When the scope of activity warrants additional full-time personnel in this functional area, additional private space such as interview or office area should be provided.

(d) Investigative, traffic, physical security, absentee control and other operations oriented personnel should be provided private space in which to prepare and review reports and for storage of individual reference material.

(e) Investigative personnel may also require shared private functional support space for interviews and the preparation and review of detailed police reports and for storage of general reference material.

(2) Requirements for Semi-Private Space The general functional requirements and physical attributes of semi-private space are:

(a) Assistant supervisors in the Operations Office and in each functional section perform administrative duties requiring a degree of visual privacy that may be satisfied by partial-height screening. Visual privacy and acoustic isolation are only moderate considerations, not requiring complete isolation.

(b) Personnel performing general or routine duties in the operational sections require partial screening where adjacent to waiting areas. Auxiliary space for

files and reference material storage must be provided.

(c) Investigative personnel not performing confidential or sensitive functions may be given semi-private accommodations in open office areas by providing partial-height partitions in a location out of the way of public circulation.

(3) Requirements for Open Office Space The general functional requirements and physical attributes of open office space are:

(a) Supervisory military police and civilian personnel routinely review, instruct or correct staff during short meetings at their desks. This activity normally requires a side chair. More frequent and larger meetings will require additional chairs.

(b) Reports-processing clerks and others who prepare repetitive forms and whose work involves the use of MTST equipment are assigned space allocations that can support a more intensive mechanical/clerical activity.

(c) Clerk/typists require typewriter space as well as desk space for surface and storage.

(d) Civilian clerks and military police personnel who require only desk and chair work stations are assigned typical clerical space allocations.

(4) Requirements for Meeting/Interviewing Space The general functional requirements and physical attributes of meeting and interviewing space are:

(a) A room seating from 16 to 24, classroom style, in tablet-arm chairs, is required in the MP patrol area for briefing and training purposes. It should possess resources for projection, many displays, chalkboards and similar teaching/briefing aids.

(b) A meeting room is required for use by the provost marshal in meeting with his staff and the public, military and civilian. A conference room accommodating up to 12 people and equipped similarly to the patrol area briefing room should be allocated to the main lobby area with easy access to the public and the provost marshal's office.

(c) MP patrol personnel routinely prepare and review reports throughout and following their tour of duty. A report-writing room near the MP desk, equipped with writing carrels to afford visual privacy, is required.

(d) MP investigators, traffic accident investigators and uniform patrol personnel must have small interview rooms available for interview purposes. Rooms must be large enough to accommodate a small desk (or table), several chairs, and afford complete acoustical privacy.

(e) Interview space, public waiting areas, and the reports-writing and police lobby spaces usually sur-

round the on-duty operations area. The communications room, MP desk area, the duty office, and the duty investigator's room must be fireproofed for a two-hour rating. The on-duty operations area functions as a 24-hour police services center. This area normally requires facilities for a desk sergeant, administrative assistant (desk clerk), radio and telephone operator, a possible electronic communications specialist (input out-put operator), duty officer and duty investigator; and specially designed spaces for MP desk operations, communications equipment, and for the temporary storage of weapons for on-duty and transient personnel, evidence and found property.

(f) All conference, meeting and interview rooms, and all administrative support and operations activity areas likely to be interior spaces should be well ventilated mechanically, or cooled where the climate requires, and provided with direct or indirect light where personnel positions require full-time occupancy.

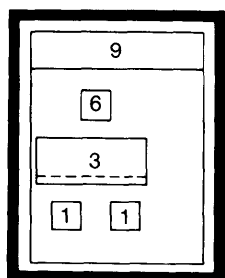
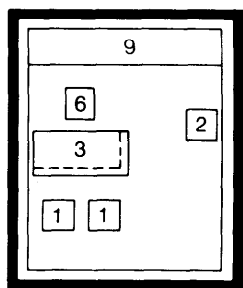
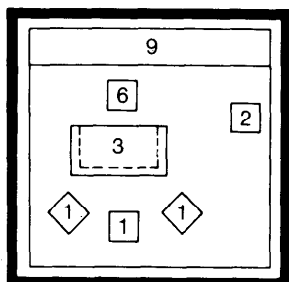
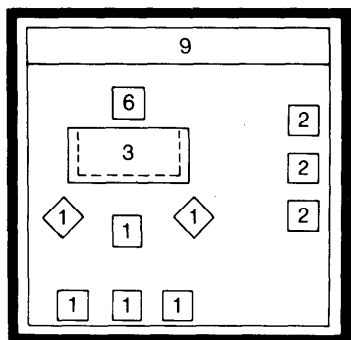
(5) Special Operations Space A number of special operations spaces are required from which the on-duty operations area can be assembled. These spaces are generally referred to as operations components and include: a military police reception counter, usually placed at floor level on the public lobby side of the desk area; raised floor areas for MP desk operations/communications modules; and holding, detention and prisoner-processing areas and supervised waiting and other on-duty spaces of various sizes and functions.

(6) Space Allocation Standards Space allocation standards are provided on the following pages. The standards illustrate "optimum" room layouts which should be considered in establishing functional requirements for individual military police activities and organizations. Since the space standards are 'optimum,' the actual layout will depend on the general functional needs of specific MP activities. The spatial, personnel, and furniture and equipment requirements illustrated in each space standard, however, will be typical for a wide range of general operational intensities (small, medium and large MP facilities). Space standards can be usefully applied to a variety of staffing levels, as in the case of open office standards and private and semi-private administrative support spaces. The nature of functional requirements in operations areas requires that a careful analysis of local requirements be made before standards are applied. For this reason, operations areas have been broken down into basic components, which can be readily adapted to local requirements.

Space Allocation Standards

EXAMPLE ROOM LAYOUTS

(1) PRIVATE SPACE



Standard Key:

- | | |
|------------------|--------------------|
| 1. Arm Chair | 6. Swivel Chair |
| 2. Side Chair | 7. Table |
| 3. Extended Desk | 8. Credenza |
| 4. Typing Desk | 9. Storage Counter |
| 5. Standard Desk | 10. Files Storage |

- (a) **Standard A** 225 Sq. Ft.
Provost Marshal 300 Sq. Ft.
450 Sq. Ft.

Functional Requirements:

Acoustic Isolation (Door)
Visual Isolation (Full Height Walls)
Acoustical Wall and Floor Treatment

- (b) **Standard B** 144 Sq. Ft.
Deputy Provost 225 Sq. Ft.
300 Sq. Ft.

Functional Requirements:

Acoustic Isolation (Door)
Visual Isolation (Full Height Walls)
Acoustical Wall and Floor Treatment

- (c) **Standard C** 120 Sq. Ft.
Sergeant Major

Functional Requirements:

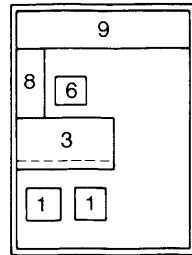
Acoustic Isolation (Door)
Visual Isolation (Full Height Walls)
Acoustical Wall and Floor Treatment

- (d) **Standard D** 108 Sq. Ft.

Functional Requirements:

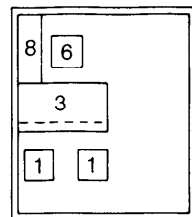
Acoustic Isolation (Door)
Visual Isolation (Full Height Walls)
Acoustical Wall and Floor Treatment

(2) SEMI-PRIVATE SPACE



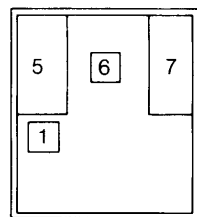
- (a) **Standard E** 108 Sq. Ft.
E-PHP
E-SH-PHP

Functional Requirements:
Partial Acoustic Isolation (Door)
Partial Height Partitions (Visual Privacy)
Acoustical Wall and Floor Treatment



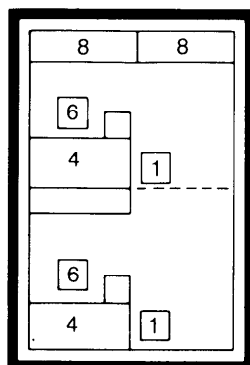
- (b) **Standard F** 90 Sq. Ft.
F-PHP
F-SH-PHP

Functional Requirements:
Partial Acoustic Isolation (Door)
Partial Height Partitions (Visual Privacy)
Acoustical Wall and Floor Treatment



- (c) **Standard G** 90 Sq. Ft.
G-PHP
G-SH-PHP

Functional Requirements:
Partial Acoustic Isolation
Partial Height Partitions (Visual Privacy)
Acoustical Wall and Floor Treatment



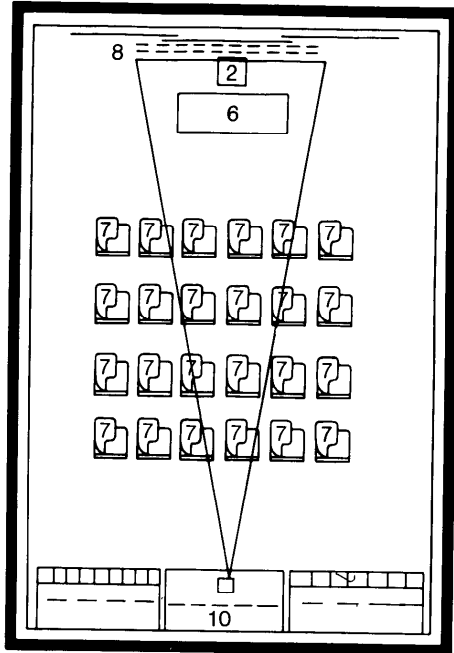
- (d) **Standard H** 80 Sq. Ft.

Functional Requirements:
Shared Acoustic Isolation
Shared Visual Isolation (Full Height Walls)
Partial Visual Privacy (Shelf Storage)
Acoustical Wall and Floor Treatment

Standard Key:

- | | |
|------------------|-----------------------|
| 1. Arm Chair | 6. Table |
| 2. Side Chair | 7. Chair/Writing Arm |
| 3. Extended Desk | 8. Projection Screen |
| 4. Typing Desk | 9. Files Storage |
| 5. Standard Desk | 10. Equipment Storage |

(3) MEETINGS/INTERVIEW SPACE



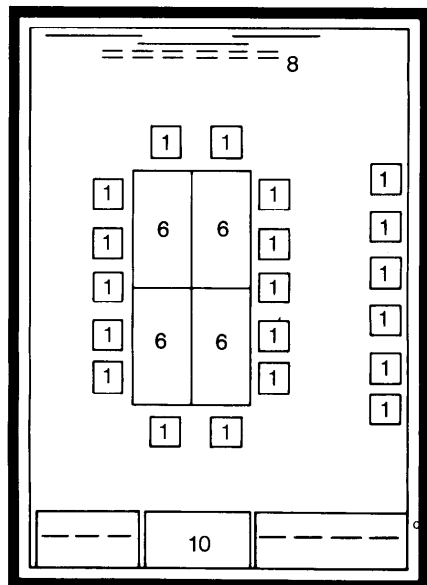
(a)

Conference Room A

600 Sq. Ft.

Functional Requirements:

- Acoustic Isolation (Door)
- Visual Isolation (Full Height Walls)
- Acoustical Wall and Floor Treatment



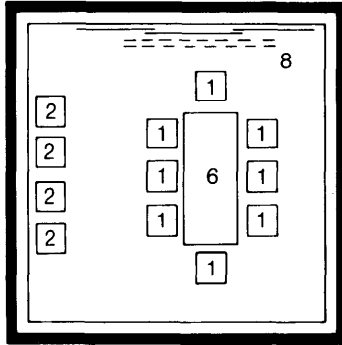
(b)

Conference Room B

513 Sq. Ft.

Functional Requirements:

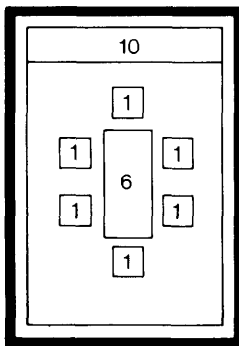
- Acoustic Isolation (Door)
- Visual Isolation (Full Height Walls)
- Acoustical Wall and Floor Treatment



(c) **Conference Room C** 225 Sq. Ft.

Functional Requirements:

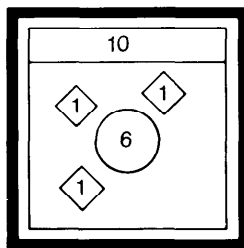
Acoustic Isolation (Door)
Visual Isolation (Full Height Walls)
Acoustical Wall and Floor Treatment



(d) **Interview Room A** 150 Sq. Ft.

Functional Requirements:

Acoustic Isolation (Door)
Visual Isolation (Full Height Walls)
Acoustical Wall and Floor Treatment



(e) **Interview Room B** 100 Sq. Ft.

Functional Requirements:

Acoustic Isolation (Door)
Visual Isolation (Full Height Walls)
Acoustical Wall and Floor Treatment

4-6

Development Of Organizational Components

a. GENERAL The using service should organize individual activities into the principal organizational components of a military police organization. This will simplify the complex MP organization by identifying manageable increments of space personnel, equipment and functions. The development of organizational components and the application of space organization principles will allow individual activities to be coordinated on the basis of similar and related functional requirements.

b. SPACE ORGANIZATION PRINCIPLES The using service must develop for individual projects the specific space organization principles by which components will be developed. The guidance contained in earlier sections of this chapter and in paragraphs that follow below will assist using service personnel in identifying generic organizational components. The application of this guidance will depend on project-specific requirements for physical development established by pre-planning decisions in identifying the space organization principles or organizational components, the following factors must be considered.

(1) Planning Factors The application of planning and design criteria and the corresponding effectiveness of project-specific guidance will depend on the individual planning factors identified by the using service, i.e., mission-peculiar and location-specific requirements, existing and projected functional or operational requirements, and special building and site design considerations.

(2) Design Evaluation Whether the objective is new construction or the rehabilitation/conversion of existing facilities, overall project planning and facility design guidance will be used to evaluate space organization concepts as they relate to specific criteria for site development, individual environmental architectural and interior space designs.

c. CATEGORIES OF SPACE In general project specific planning and design guidance should be established for the categories of space listed below. Specific guidance will depend on the functional requirements of individual activities and on the planning and design requirements of general functional areas (zones)

(1) Individual Activity Spaces Identify organizational, operational physical and environmental requirements as they relate to personnel equipment and functions

- (a) General Administrative Office Space
- (b) General Operational Office Space
- (c) Special Purpose or Critical Operations Spaces

on-duty operations areas, detention facilities, conference rooms briefing rooms, classified material and evidence storage and operational supplies and support services.

(d) Public Spaces lobby, lounge and reception areas, waiting areas, public meeting areas (conference rooms), horizontal and vertical circulation toilet rooms.

(2) Clusters, Groups or Zones (general area and special support spaces for branches).

(3) Floor Levels (image, identification, aesthetic and functional coordination).

(4) Building (total Image, operational objectives, physical and environmental requirements and functional integration).

(5) Site (operational and administrative identification)

d. PLANNING AND DESIGN CHARACTERISTICS

The following planning factors and related design characteristics are important in evaluating the physical and environmental requirements of individual activities.

(1) Functional Objectives The development of organizational components should reflect an attempt to satisfy the following operational activity objectives generic to individual law enforcement facilities.

(a) The development of a functionally integrated and operationally responsive facility.

(b) The maintenance of functional integrity within major activity components.

(c) The ability to separate and control circulation within and between major activity components.

(d) The definition of a clear order of movement from public to private to confidential activities.

(e) The ability to provide special environmental and climatic conditions for critical operational activities with a minimum of cost and effort.

(f) The flexibility to expand operations or change enforcement techniques without major interruption in activities.

(2) Functional Organization The development or organizational components should Integrate and coordinate the following essential elements.

- (a) individual activities
- (b) functional requirements
- (c) work space standards
- (d) physical relationships
- (e) circulation
- (f) support facilities

(3) Physical Characteristics During the development of organizational components, the physical characteristics discussed in Section 4-3 should be considered. The design elements outlined below are developed in detail under 4-6e(1) through 4-6e(3) requirements for spaces. Each of these elements should be considered in conjunction with the requirement; of specific organizational components.

- (a) flexibility
- (b) illumination
- (c) security
- (d) acoustics
- (e) aesthetics
- (f) HVAC requirements

(4) Building Components The following building components, also developed in detail in Section 4-6e(1) through 4-6e(3) should be used to establish a proper organization of space which achieves the project's primary functional objectives.

- (a) planning and building modules
- (b) building materials
- (c) enclosures and partition systems
- (d) structural systems
- (e) power and communication systems
- (f) HVAC systems

e. REQUIREMENTS FOR ACTIVITY SPACES The following design considerations represent the basic requirements for the planning and design of individual activity spaces. By analyzing general physical attributes and building components in terms of the functional requirements of individual activities, using service and design agency personnel will be able to establish project specific planning and design criteria. Detailed design factors are provided for the following categories of space.

(1) General Administrative Office Space

(a) Physical Attributes

Flexibility - Maximum - Ceiling height partitions limited to supervisors requiring visual and/or acoustic privacy. Low space dividers and open desk areas as required by tasks and function.

Illumination - Uniform illumination level per current I.E.S. standards Natural light is preferred for routine tasks.

Acoustics - Acoustical ceilings; sound-absorptive space dividers or wall treatment carpeting if large open office areas are provided.

Aesthetics Coordinate colors to provide a wide range of flexibility for walls space dividers, office equipment, carpet, so that changes in layout maintain the integrity of aesthetic concept; particularly important for interior space.

Comfort Heating and air conditioning (If authorized in DOD Construction Criteria Manual 4270.1-M) controlled to maintain comfort conditions.

(b) Building Components

Module - Building module should reflect planning module. However, it should be noted that many building sub-system components utilize a 2 foot, 4 foot or 5 foot module as a standard. Special or non-standard modules should be studied for their effect on costs as well as on efficient space utilization.

Structural - Central file areas, vaults and unusually heavy equipment will require higher live load capacity of floor structure.

Enclosures - Total area to be enclosed by exterior walls or interior partitions to the underside of structure above interior partitions should be of semi-fixed type (i.e., gypsum board with steel studs), fire-rated as required. Ceiling height partitions within the space should be modular, relocatable type. Acoustical ceilings to be suspended, exposed grid, lay-in type.

Lighting - Lighting by recessed fluorescent fixtures with flexible connections in areas where full height partitions are contemplated to allow for relocation as required

Power and Communication - Underfloor ducted distribution system for electrical power and telephone to enhance flexibility to task support sub-systems for highly and/or technology-intensive activities, for large areas only.

HVAC - Heating and air conditioning through overhead supply with supplemental heating at exterior walls, if required. Zones for uniform comfort conditions in areas where ceiling height partitions are likely to change, use flexible connections to diffusers.

(2) General Operational Office Space

(a) Physical Attributes

Flexibility - Not subject to frequent changes, therefore, need for flexibility is minimized Functional activity assignment reflects special environments

Illumination - Illumination levels appropriate for the specialized task performed.

Security - Security to conform to current regulations pertaining to particular use.

Acoustics - Acoustical treatment required for all spaces.

Aesthetics - Because of more stable space allocations, stronger colors can be used, these should be coordinated with other spaces so as to produce a unified facility. Special finishes and materials used as appropriate.

Comfort - Essential requirements for heating and air conditioning in personnel spaces to be controlled for conditions. Controlled conditions as required for other equipment and special spaces.

(b) Building Components

Module - For building module, refer to requirements for flexibility.

Enclosures - Less frequent changes can be anticipated. Therefore, semi-fixed or permanent partitions are appropriate (see requirements for flexibility). Use carpeting and acoustical ceilings of suspended, exposed grid, lay-in type or accessible, concealed spline, where appropriate, to enhance appearance and reduce ambient noise levels.

Lighting - Recessed fluorescent where exposed grid ceilings occur. Special lighting is required in critical operations areas (dimming required) and in other special purpose areas. The use of direct task lighting should be considered.

Power and Communication - Electric power and telephone outlets generally located in partitions.

HVAC - Heating and air conditioning for personnel areas (see requirements for flexibility). In special areas, such as communications and automated rooms, controlled temperature and humidity are required. Separate systems should be utilized. Raised floor should be installed for both air distribution and runs to supply necessary services for equipment.

Special Components - Special requirements exist for an automatic emergency source or power for critical communications, surveillance security systems using monitoring devices (CCTV I D alarms, etc.) linked to the MP desk and for other special equipment or functional areas where power outage would jeopardize mission-effectiveness.

(3) Special Purpose or Critical Operations Spaces

(a) Physical Attributes

Flexibility - These spaces should be considered as the most static and not subject to frequent change. Thus, the need for flexibility is minimal.

Illumination - Illumination levels appropriate to the task and function.

Security - Special personnel security provisions, such as bullet-proof glass enclosures or panels (used to enclose MP desk), should be considered for all areas where the continuity of police operations may be threatened by overt acts of violence.

Acoustic - Special acoustical treatment required for critical interview rooms, briefing rooms, and prisoner/offender processing areas. All other areas except D-cells require standard acoustical treatment.

Aesthetics - Special treatment for conference and lecture rooms to enhance aesthetic quality.

Comfort - Heating and air conditioning controlled to maintain comfort conditions. Some special support service areas may require controlled conditions.

(b) Building Components

Module - Module shall conform to building module (see requirements for flexibility).

Structural - Structural to be designed to support the live load required by code of each special use space.

Enclosures - Partitions around these spaces should continue to underside of structure above consideration must be given to the use of increased sound transmission-rated partitions. Special purpose arms and equipment storage vaults should be of fire-rated construction, consistent with current regulations. Acoustical ceiling in public meeting, conference, and briefing/training rooms should be limited access, concealed type.

Lighting - Lighting in operations, conference, briefing and training rooms should be fluorescent, capable of dimming.

Power and Communication - Electrical and telephone requirements to be determined by the unique functions of each space.

HVAC - Heating and ventilating systems should have sound traps on both supply and return ducts in interview, interrogation, conference and briefing/training rooms if confidential or damaging information is usually disseminated. Systems for personnel services (toilets, lockers and showers) and lounge areas should provide for 100% exhaust so as not to recirculate odors throughout the facility.

(4) Public Spaces

(a) Physical Attributes

Flexibility - These are the most static spaces in the facility, with the possible exception of corridors, and are not susceptible to frequent change although they possess reserved space for future internal expansion of locked-in operational space.

Illumination - Illumination levels per current I.E.S. standards, with the exception of lobby, where special treatment is appropriate.

Security - Security of exterior doors and entire internal circulation system should be given detailed consideration and review, particularly in sensitive areas. To be generally accomplished by CCTV monitoring.

Acoustics - Acoustical treatment required for all spaces except stairs. Special acoustical considerations should be given to mechanical equipment rooms to prevent adverse noise penetration to adjacent spaces and to interview rooms to avoid high levels of ambient noise.

Comfort - Heating and air conditioning (see requirements for flexibility).

(b) Building Components

Module - The established building module should obtain.

Structural - Heavier live loads are required for these spaces and should be reflected in the structural design.

Enclosures - All spaces to be enclosed to the underside of above structural floor with fixed partition of masonry.

Lighting - Lighting to be generally recessed fluorescent except in Lobby and waiting areas, where special treatment is appropriate. Emergency lighting to be provided for all corridors, stairs and places of assembly.

Power and Communication - Power for general maintenance equipment provided in partitions. Consider public telephones in lobby and private waiting area at operational side of MP desk.

HVAC- Heating and air conditioning through overhead supply system with supplemental heating at exterior walls, if required. Consider non-air conditioning of stairs and toilet rooms.

Safety - With the exception of the corridor partitions, which should be fire-rated and semi-fixed, see requirements for flexibility.

f. REQUIREMENTS FOR CLUSTERS, GROUPS OR ZONES Primary consideration should be given to the appropriate integration of building components and physical environments. Note that initially individual functional activity areas responding to stated physical attributes and environmental requirements will be clustered or grouped according to compatible characteristics, which allow similar functions and environments to be in close proximity, dissimilar ones, remote. Special consideration must be given, however, to those dissimilar work spaces or operational activities that require an essential adjacency. The requirements for building environment and components must be analyzed in terms of their cost-effectiveness and their impact on space flexibility. Clusters, groups or zones, although they may contain activities with different space requirements or functions, should maintain a degree of both environmental and component flexibility to allow for changes in the internal space allocations of component activities or larger planning units.

g. FACILITY AND SITE DEVELOPMENT Unusual design factors affecting building environments and components should be considered when specific mission-peculiar requirements are provided by the user. Sections 2 and 3 provide basic guidance and criteria that must govern most conditions.

4-7

Example Components

a. GENERAL The preceding guidance for developing organizational components has been used to plan and organize the individual activity areas contained in example space programs. The guidance exemplified in administrative and operational activity components is based on planning and design criteria contained in Chapter 3 and on the space organization principles presented in this chapter. While the actual size and function of individual activities will depend on the require-

ments of a given location and a particular operating situation, the physical planning and design requirements are similar for most types of military police activities. For example, the physical relationships of components for a large-scale activity are generally similar to those for medium- and small-scale component activities. Similarly, the actual level of sophistication in personnel and equipment is derived from local adjustment of generalized work station/operating requirements while functional relationships remain consistent. Thus, to be useful, the planning and design guidance presented in this section demonstrates the application of generic concepts of space organization as well as generalized individual space criteria, for a variety of typical organizations. In developing specific space organization and component activity layouts for individual projects, the using service should refer to the guidance contained in the following paragraphs and in other sections of the Design Guide, particularly the guidance for the development of existing facilities which is contained in Chapter 5.

b. ADMINISTRATIVE ACTIVITY COMPONENTS

This component activity area contains the individual activity spaces and general functional areas typically associated with provost marshal activities and military police services: provost marshal's office, public and special activities, and registration/traffic services. These areas correspond to Zones 1, 2 and 3 respectively. The level of staffing sophistication and the scale of intensity of military police operations shown in the following hypothetical space programs exemplify the general planning and design considerations required for large facilities serving on-post populations exceeding 20,000 military and civilian personnel in order to facilitate comparison between the individual activity relationships of a specific military police organization and the general scale of activity and staffing levels presented in the examples. Reference should be made to the diagram of generic activity zones provided under the guidance for functional organization contained in paragraph 4-2d, and to project specific concepts related to space organization. Reference should also be made to the illustrated examples of various scales of operation contained in Chapter 6 in order to establish local applicability of planning and design guidance presented in this section. The following example illustrates how to layout administrative activities and demonstrates the application of general planning and design criteria and space organization principles. Example designs reflect the following considerations.

(1) Functional Character Regardless of the scale of operations, and the size of space requirements, administrative activity areas should be arranged so that they will not interrupt or obstruct staff access to operational activities, and so that public access to military police services will not conflict or otherwise interfere with internal administrative functions. The

functional character of administrative activities requires that from the point of public entry, visitor circulation should be personally directed or directed by signage either to the provost marshal office or to the public side of the MP Desk for further assistance, without unnecessary contact with other military police activities. While access to Zone 3 activities is open, the MP Desk may restrict further public circulation to Zone 4 activities. Where this traffic is frequent, corridor doors may be used to control circulation; these doors may be equipped with automatic opening and closing devices.

(2) Physical Character The hypothetical programs for administrative component activities establish the scope of physical and environmental requirements for Zone 1, 2 and 3. The physical relationships of individual spaces required by the characteristics of administrative activity and by the desire to create a cohesive organization of space suggest a need for extensive building perimeter. This requirement usually leads to a linear building; however, by providing interior natural light and by using interior courts and skylights, the development of a more compact building form can be achieved. This approach is particularly appropriate in moderate and extreme climates. It allows solar gain from increased fenestration, can be adequately modified by other than mechanical means, and provides a ratio of building perimeter to total building space that is beneficially low. Small interior courts with windows located to avoid direct southern exposure will reduce and may eliminate the need for solar screening.

(3) Components Relationships Considering the scale of operations as well as the physical and functional relationships that administrative components have to other component activities, space organization concepts should emphasize a concise and cohesive organization of functional activities. In most cases, a pavilion type arrangement of components will not be suitable since its inherent character tends to isolate components. In a low intensity space configuration, where the staffing pattern and level of sophistication reflect the more direct characteristics of a simplified and concentrated organizational structure, component relationships should be as direct as possible. For medium intensity activities, component relationships can be somewhat more extended. Large scale activities may, of necessity, require more separation of function than either low or medium scales of operation. Compatible administrative activities should be made between functional activities and zones at the subordinate element level. This gradual consolidation of compatible activities and a decrease in physical articulation and organizational sophistication is reflected in the illustrated examples contained in Chapter 6.

c. OPERATIONAL ACTIVITY COMPONENTS The concept design for operational activity components developed in this section indicates basic planning and design guidance for operational activities. This guidance illustrates space organization principles that interrelate and, where requirements are compatible, combine individual functional activities into cohesive operational components. The hypothetical programs and the intensity of operational activity shown responds to the functional requirements which might be typical of military police facilities serving large installations. The concept designs also exemplify generic physical relationships applicable to a variety of operational intensities.

(1) Functional Character The typical functional requirements for activities located in Zones 4 and 5 involve the supervision and execution of primary military police functions. The functional character of Zone 4 activities can be described as administrative in nature, and one best provided for in a general office type setting. The need for privacy and visual and acoustic isolation in most operations sections is attributable to the private nature of military police operations. The functional character of Zone 5 activities, especially on-duty activities, is reflected in an arrangement of space that allows the operational side of the MP Desk area to be in full visual and physical control of visitor access and general circulation in and around the entire facility. This is a basic security and service requirement that can be met in a number of ways depending on the scale of operations staffing patterns, and personnel compositions. To stabilize basic security requirements, the communications room, staffed on a 24-hour basis with stationary responsibilities, should be consistently located and oriented toward the public access areas. This is so that quick and continuous response to any serious incident can be directly provided by the MP Desk. During normal duty-hours the public side of the MP Desk controls visitor circulations and where need be can direct visitors to a private waiting room closer to operational activities. Information and reports can be taken by desk personnel in relative security while maintaining their primary orientation toward the police entrance and lobby and also toward the prisoner-processing area CRT monitors will typically provide critical back-up security surveillance throughout the building, providing the opportunity to move prisoner/offender detention facilities away from the main circulation and activity areas which are directly adjacent to the desk area. During normal duty-hours, physical surveillance should be the responsibility of staff members who process, confine or who are otherwise specifically concerned with the custody of detainees. An absentee control of Special investigation (controlled substances) Team, whose routine workload involves frequent contact with offenders, is a likely candidate for this responsibility. The example design shows a typical allocation of space for such a team.

(2) Physical character The establishment of specific physical requirements for operational activity components should be based on a thorough analysis of the functional needs of a particular intensity of operation. The required level of sophistication in personnel and equipment will depend on specific pre-planning decisions and on a determination of individual project requirements. In general, the physical character of operational components will be based on the requirements of individual functional activities. Reference should be made to Section 4-3 for general guidance.

(3) Component Relationships In response to individual requirements where no essential functional relationship has been established, component relationships should be adjusted or adapted to accurately

reflect the level of sophistication appropriate to the general physical and functional relationships of Operations Office activities, such as those contained in Zone 4, and should demonstrate compatible or beneficial general office associations. In addition to Operation Administration and the Operations Office, the Traffic Section is one of the operational activity components staffed primarily by military police personnel (staff and patrol) that requires only general office space. Its principal responsibilities relate to the control and regulation as well as the planning of installation vehicular traffic, enforcement measures, and the investigation of motor vehicle accidents. As a subordinate activity of the military police operations office, the Traffic Section should relate to supervisory operational activities through the MP Desk.

Table 4-3 Component Requirements

		SMALL		MEDIUM		LARGE	
		Staff	Space	Staff	Space	Staff	Space
Zone 1	Provost Marshal Activities	8	1,618	10	1,980	13	2,594
	1—Provost Marshal Office						
	2—Community Relations						
	3—PM Administrative Support						
	Total	8	1,618	10	1,980	13	2,594
Zone 2	Military Police Services (Administration Related)						
	1—Public Assistance		600		700		750
	2—Community Activities		1,230		1,484		1,650
	Total	(1)	1,830	(1)	2,184	(1)	2,400
Zone 3	Military Police Services (Operational Related)						
	1—Registration Services Section	2	912	3	1,524	5	2,572
	2—Traffic Section	6	1,171	8	1,321	13	1,936
	Total	8	2,083	11	2,845	18	3,508
Zone 4	Military Police Operations (Operations Support Related)						
	1—Operations Office	3	718	4	913	5	1,030
	2—Operations Administration	13	2,784	19	3,567	25	4,668
	3—Operations Support Services						
	(a) Liaison Section	1	275	3	455	5	870
	(b) Community Service Section	2	582	3	858	5	1,188
	(c) Absentee Control Section	3	448	5	780	9	1,232
	Total	22	4,807	34	6,473	49	8,988
Zone 5	Military Police Operations (Routine On-Duty Related)						
	4—Investigations	6	1,650	12	2,425	16	3,076
	5—Physical Security	2	416	6	1,002	8	1,340
	6—On-Duty Operations	3	1,890	5	2,360	6	2,750
	7—Operations Support Facilities	1	1,760	2	2,900	4	4,800
	(a) Briefing/Training						
	(b) Lockers and Showers (Male & Female)						
	(c) Operations Equipment Storage (Interior)						
	Total	12	5,716	25	8,777	34	11,966
	Net Functional Area	50	16,054	80	22,359	114	30,456
	Net Area Planning Factor		1,605		2,236		3,046
	Mechanical Equipment Area		801		1,125		1,523
	Primary Facility Requirements	50	18,460	80	25,720	114	35,025

Figure 4-14
Functional Characteristics of
Military Police Facilities

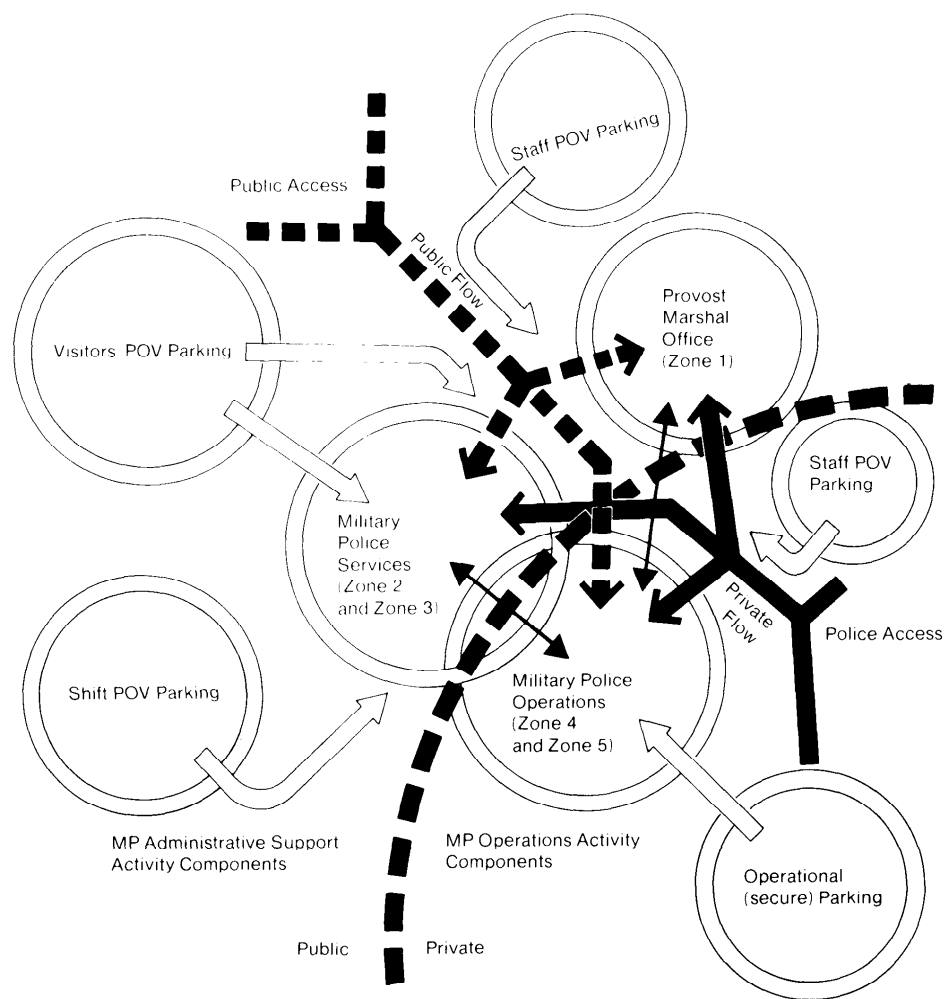


Figure 4-15

Typical MP Organizational
Elements

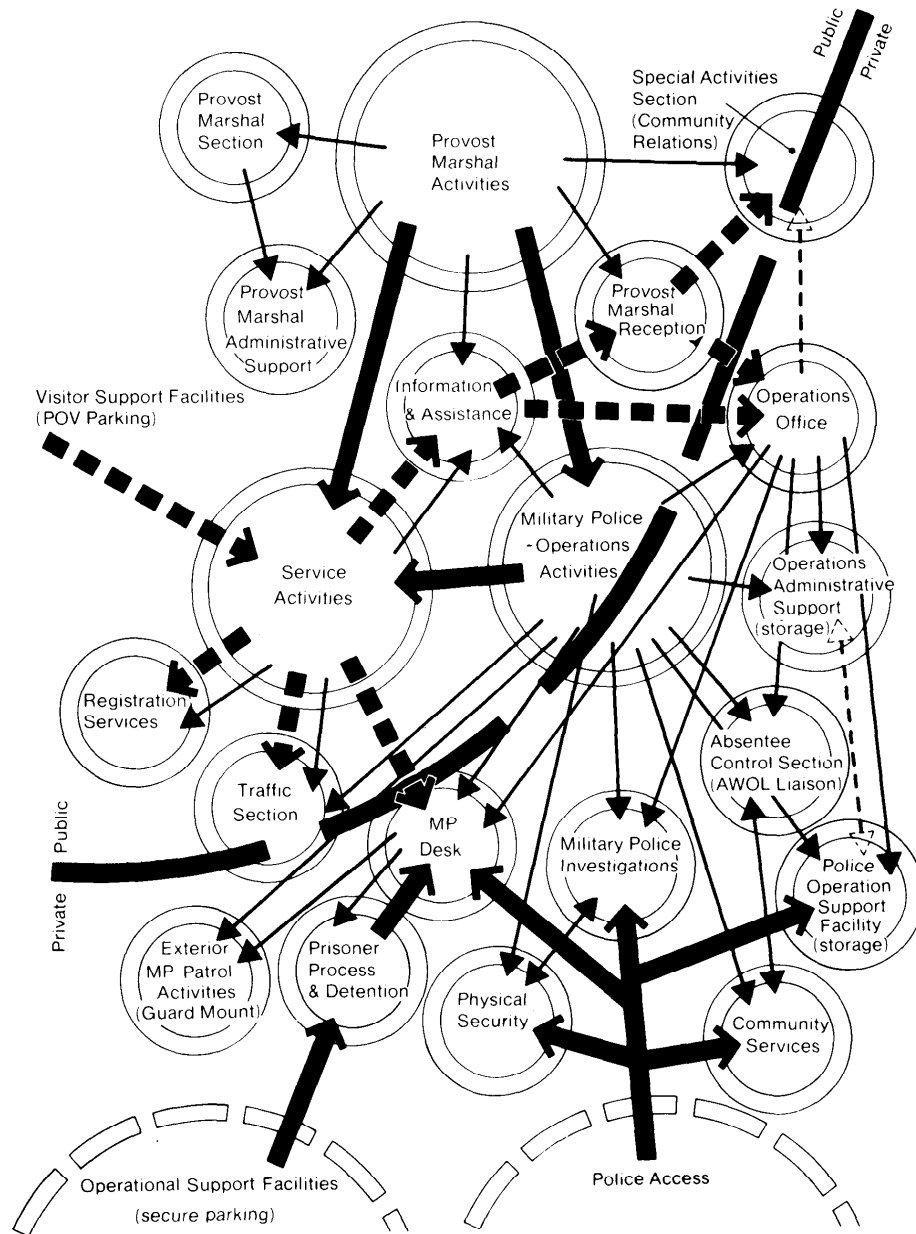


Figure 4-16

Organizational Component: Provost Marshal Activities

Zone: 1

Planning Units: 1 — Provost Marshal Office
2 — Community Relations
3 — PM Administrative Support

Component Space Classification: Large Administrative Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space	Enclosed Space	1 Provost Marshal		1	450
		2 Deputy Provost Marshal		1	300
		3 Provost Marshal Sergeant Major		1	200
		4 MP Community Relations Office		3	350
		5			
		6			
		7			
		8			
	Open Space	A Net Enclosed Space Requirements		6	1,300
		9 Secretary/Steno (PM)		1	100
		10 Secretary/Steno (DPM)		1	100
		11 Provost Marshal Admin. Assist.		1	150
		12 Clerk/Typist (PMO Receptionist)		1	60
		13 Clerk/Typist		1	60
		14 MP		1	48
Special Space Requirements	Requirements	15			
		16 General Office Equipment			180
		B Net Open Space Requirements		6	698
		17 PMO Reception (seating for 6)			150
		18 Closet & Storage Space			80
		19			
		20			
		21			
		22			
		C Net Special Space Requirements			230
		Net Functional Space			2,288
		Component Space Access Area/20% (A + C)			306
		Total Staff and Area Requirements		13	2,594

Figure 4-17

Provost Marshal Activities

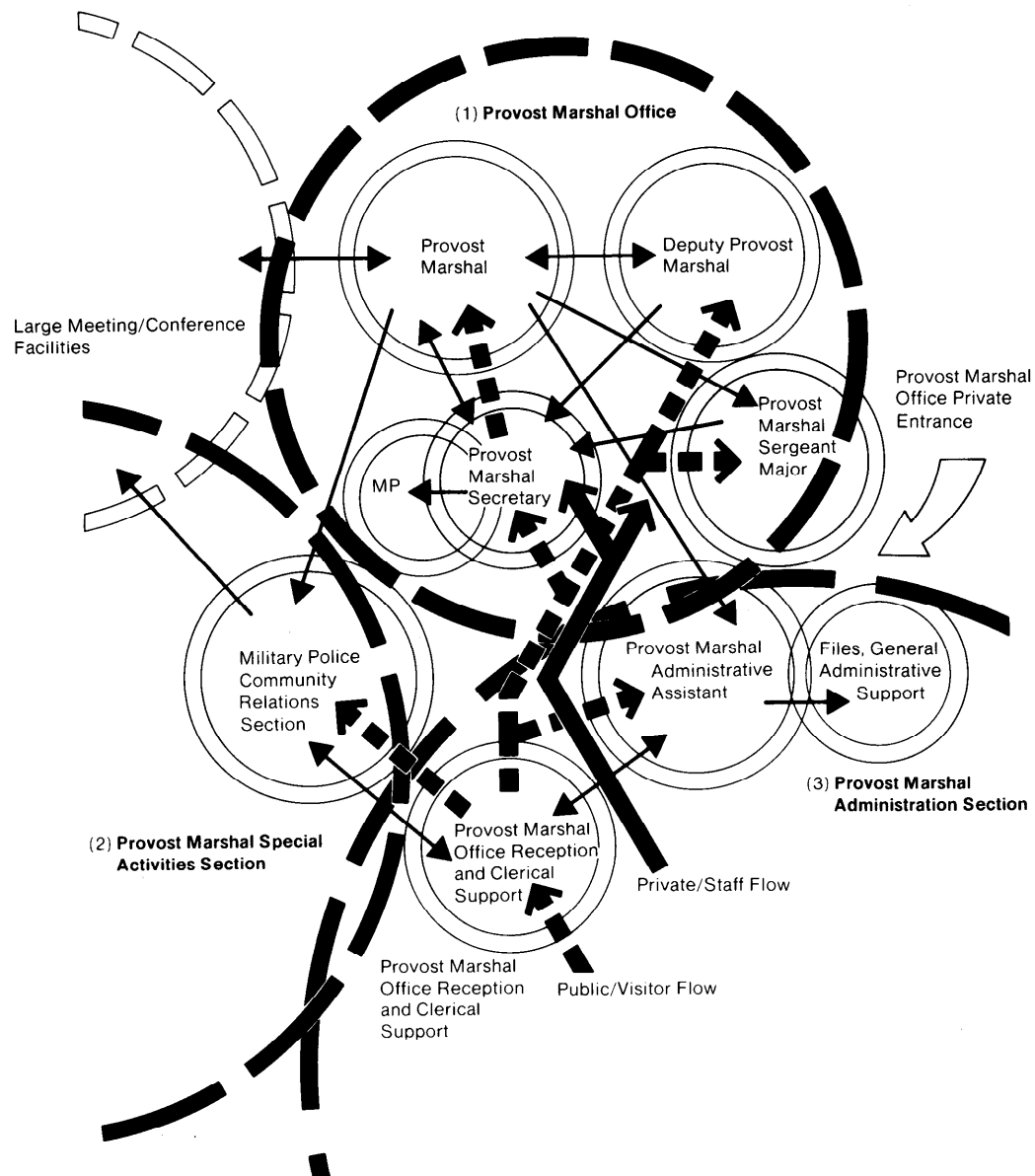


Figure 4-18

Organizational Component: Military Police Services

Zone: 2

Planning Units: 1 — Information & Assistance/Visitor & Community Activity Support

Component Space Classification: Large Unit/Administrative Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	A	Net Enclosed Space Requirements			
	9				
	10				
	11				
	12				
	13				
	14				
	15				
Net Open Space	16	General Office Equipment			
	B	Net Open Space Requirements			
	17	Public Entry (Secure Vestibule)			150
	18	Public Waiting Area (seating for 10)			250
	19	Public Toilets (handicapped)			400
	20	Large Meeting/Conference Room (25)			1,125
	21	Display Area			75
	22	Information (see MP Desk)			
Special Space Requirements	C	Net Special Space Requirements			2,000
		Net Functional Space			2,000
		Component Space Access Area/20% (A + C)			400
		Total Staff and Area Requirements			2,400

Figure 4-19

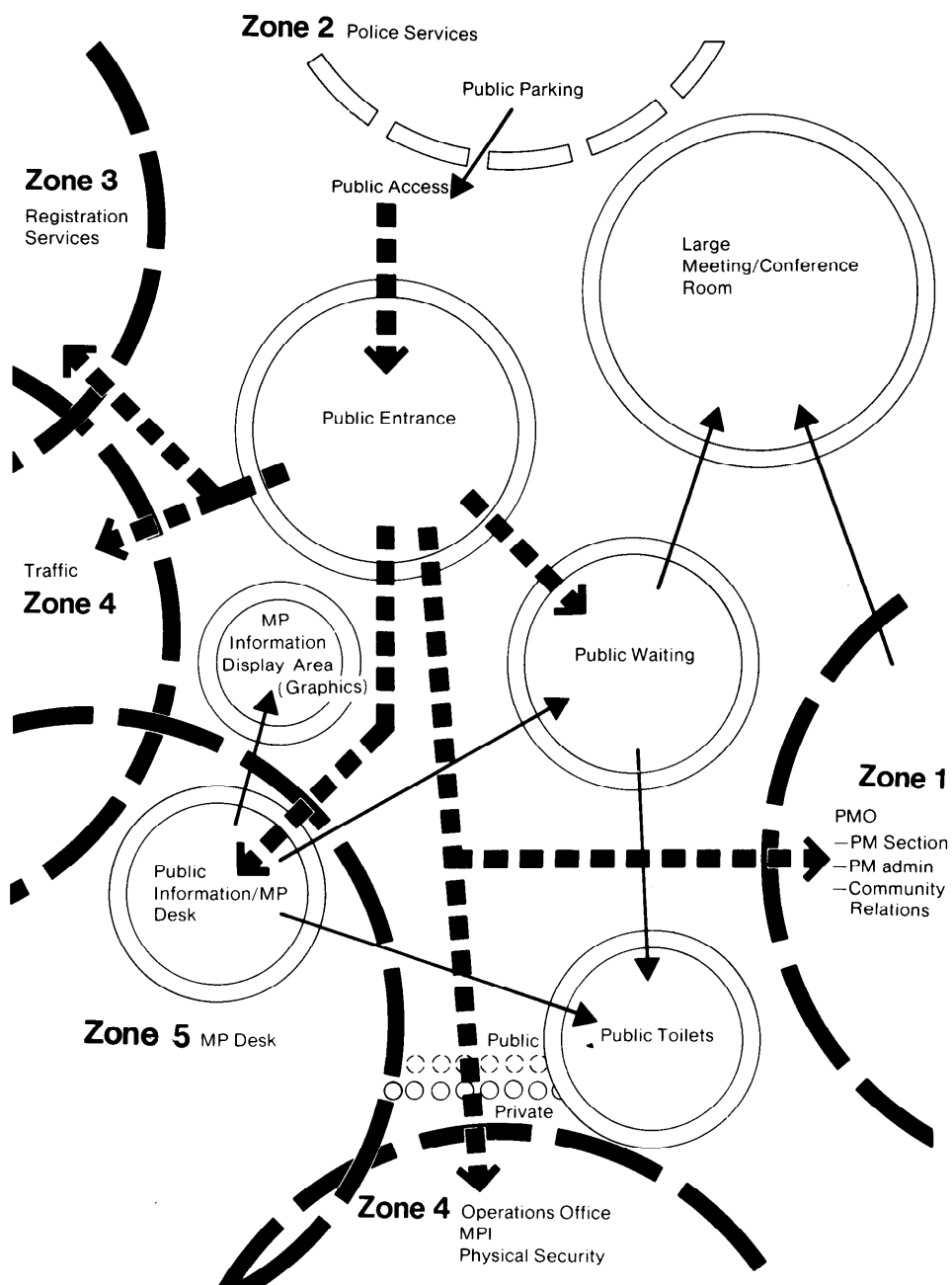


Figure 4-20

Organizational Component: Military Police Services

Zone: 3

Planning Units: 2 — Registration Services

Component Space Classification: Large Unit/ Administrative Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space	Enclosed Space	1	Section Supervisor	1	100
		2			
		3			
		4			
		5			
		6			
		7			
		8			
	Open Space	A	Net Enclosed Space Requirements	1	100
		9	Assistant Supervisor	1	90
		10	Machine Clerical	3	180
		11			
		12			
		13			
		14			
		15			
Special Space Requirements	Requirements	16	General Office Equipment		100
		B	Net Open Space Requirements	4	370
		17	Counter Area (8 work stations)		480
		18	Preparation Area (cap. 18-20)		200
		19	Seating Area (cap. 15)		150
		20	Standing Area		225
		21	Work Area		480
		22	Record Storage Room		200
		C	Net Special Space Requirements		1,735
			Net Functional Space		2,205
			Component Space Access Area/20% (A + C)		367
			Total Staff and Area Requirements	5	2,572

Figure 4-21

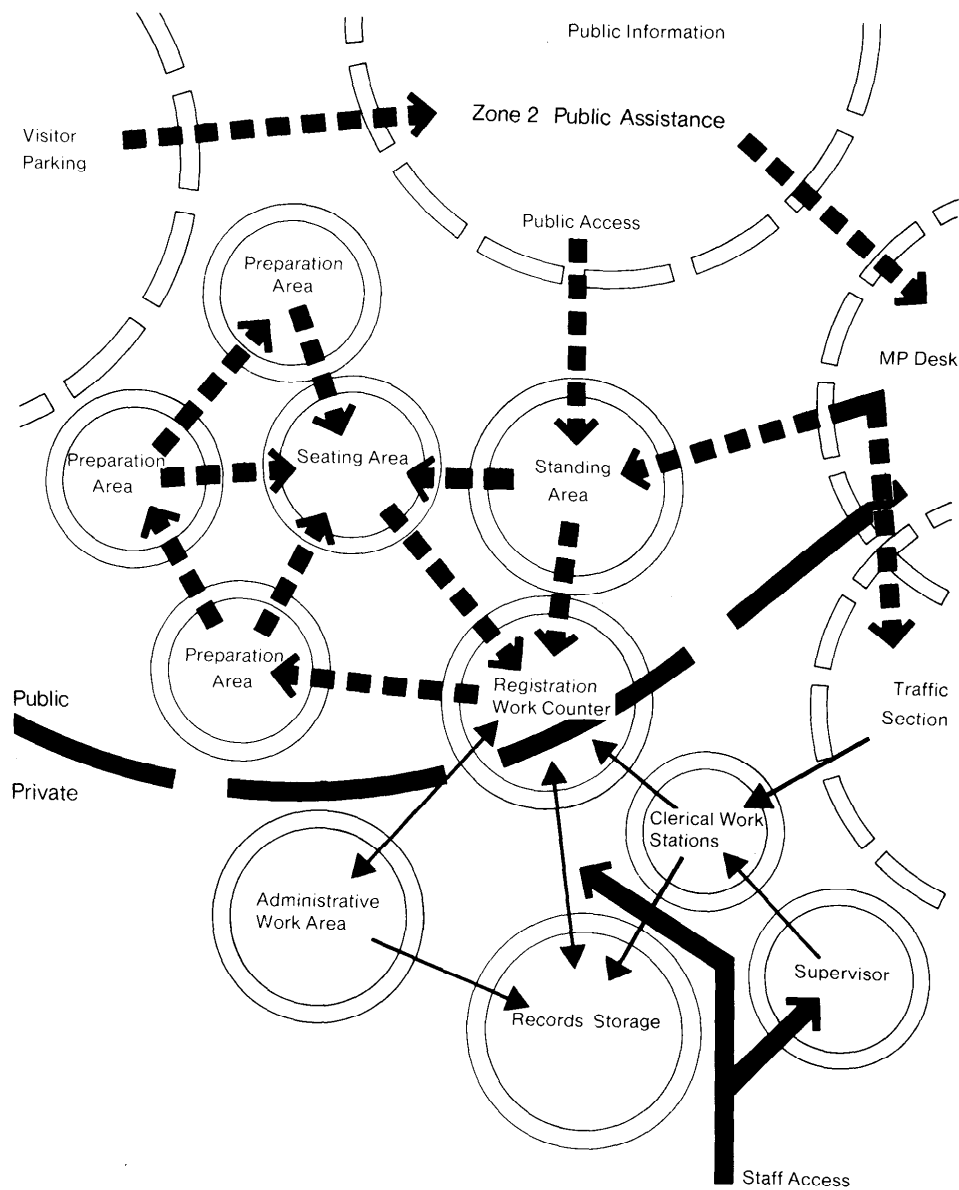


Figure 4-22

Organizational Component: Military Police Operations

Zone: 4

Planning Units: 1 — Operation Office

Component Space Classification: Medium Scale/B-type Operational Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space	Enclosed Space	1 Operations Officer		1	218
		2 Operations NCO		1	125
		3 Operations Statistician		1	125
		4			
		5			
		6			
		7			
		8			
	A	Net Enclosed Space Requirements		3	468
		Clerk/Steno		1	90
Net Open Space	Open Space	10			
		11			
		12			
		13			
		14			
		15			
		16 General Office Equipment			45
		B Net Open Space Requirements		1	135
	B	Reception Area (seating-3)			80
		Secure Files/Storage Room			100
Special Space Requirements	17				
	18				
	19				
	20				
	21				
	22				
	C	Net Special Space Requirements			180
		Net Functional Space			783
		Component Space Access Area/20% (A + C)			130
		Total Staff and Area Requirements		4	913

Figure 4-23
 Operations Office

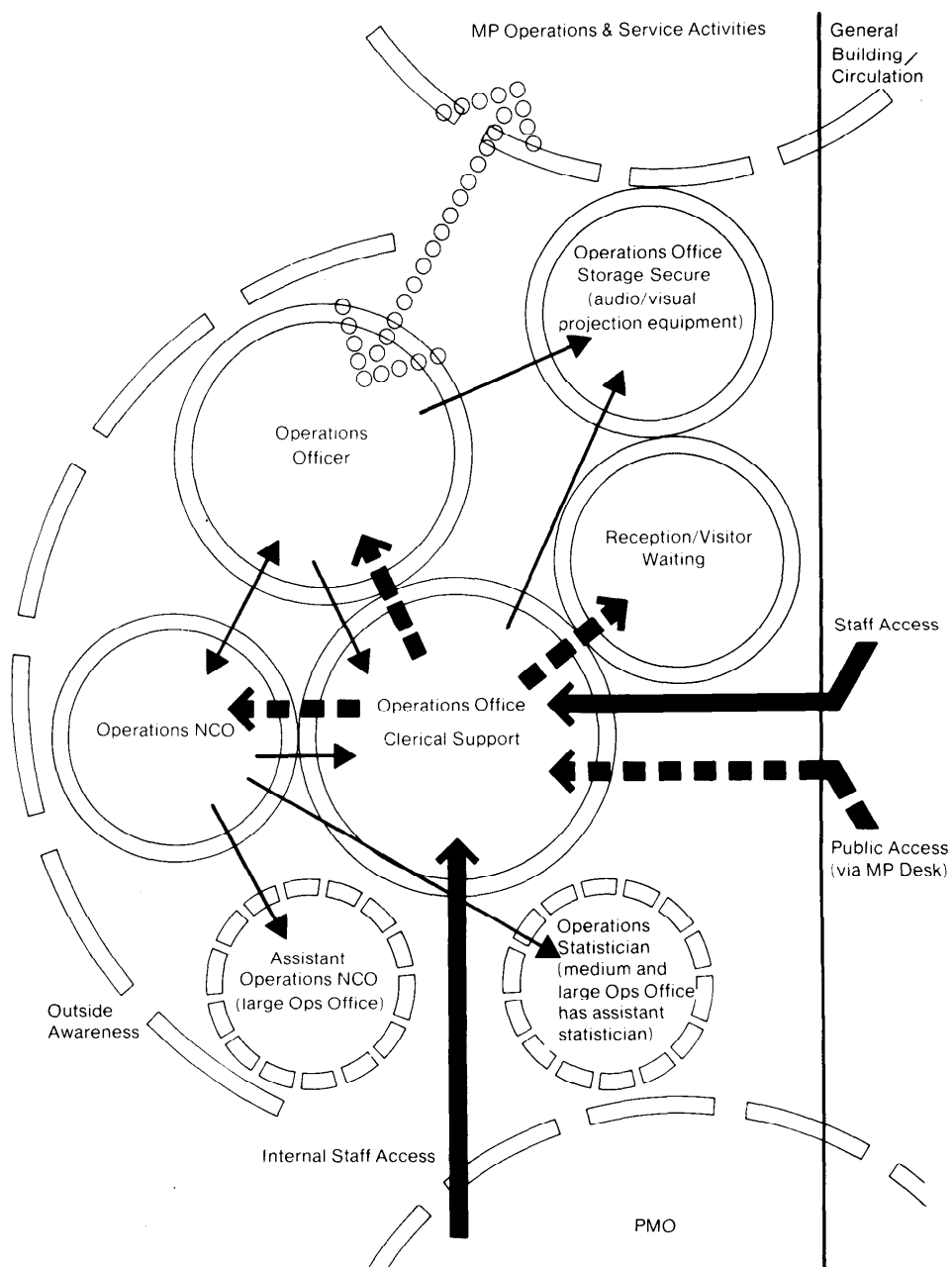


Figure 4-24

Organizational Component: Military Police Operations

Zone: 4

Planning Units: 2 — Operations Administration

Component Space Classification: Large Scale/C-type Administrative Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space	Enclosed Space	1 Operations Administration Supv.		1	150
		2 Asst. Ops. Admin. Supv.		1	100
		3 MIS Supv.		1	100
		4 WPC Supv.		1	100
		5			
		6			
		7			
		8			
	Open Space	A Net Enclosed Space Requirements		4	450
		9 Clerical Supv. (WPC)		1	90
		10 Clerk/Typist (Reception)		1	60
		11			
		12			
		13			
		14			
Special Space Requirements	Requirements	15			
		16 General Office Equipment			90
		B Net Open Space Requirements		2	240
		17 Reception Area (Seating-5)			120
		18 MIS Operations Center		6	900
		19 Central Files & Records Storage		2	640
		20 Word Processing Center		8	640
		21 Mail/Message/Repro Center		2	640
		22 Administrative Supplies Storage		1	300
		C Net Special Space Requirements		19	3,240
		Net Functional Space			3,930
		Component Space Access Area/20% (A + C)			738
		Total Staff and Area Requirements		25	4,668

Figure 4-25
 Operations Administration

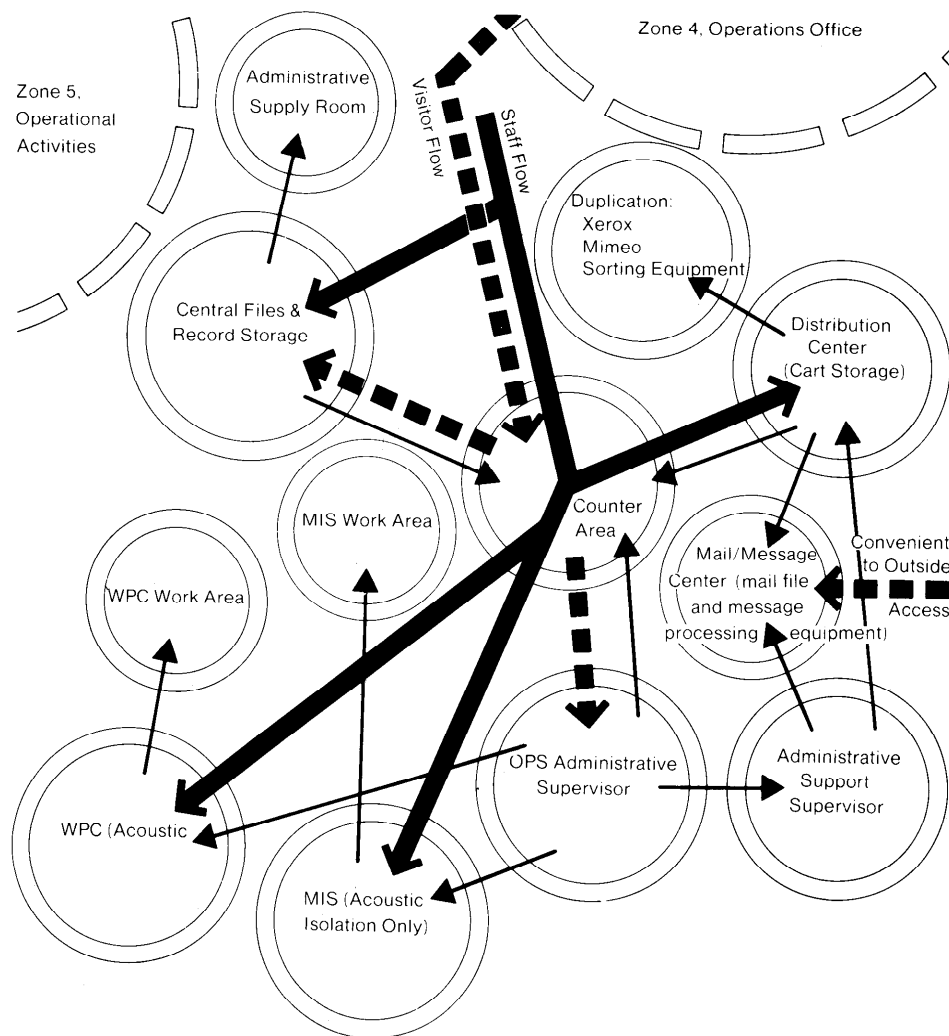


Figure 4-26

Organizational Component: Military Police Operations

Zone: 4

Planning Units: 3 — Operations Support Services

- (a) Liaison Section
- (b) Community Service Section
- (c) Absentee Control Section

Component Space Classification: Large Scale/A-type Operational Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space	Enclosed Space	1	Liaison Officer	1	125
		2	Liaison Assistant	1	100
		3			
		4			
		5			
		6			
		7			
		8			
	A	Net Enclosed Space Requirements	2	225	
	Open Space	9	Liaison Specialist	2	180
		10	Clerk/Steno	1	60
11					
12					
13					
14					
15					
16		General Office Equipment		80	
Special Space Requirements	B	Net Open Space Requirements	3	320	
	17	Reception Area (Seating-5)		150	
	18				
	19				
	20				
	21				
	22				
	C	Net Special Space Requirements		150	
		Net Functional Space		695	
		Component Space Access Area/20% (A + C)		75	
	Total Staff and Area Requirements	5	870		

Figure 4-27

Organizational Component: Military Police Operations

Zone: 4

Planning Units: 3 — Operations Support Services

- (a) Liaison Section
- (b) Community Service Section
- (c) Absentee Control Section

Component Space Classification: Large Scale/A-type Operational Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space Enclosed Space	1	Community Services Officer		1	240
	2	Assistant		1	100
	3				
	4				
	5				
	6				
	7				
	8				
Net Office Space Open Space	A	Net Enclosed Space Requirements		2	340
	9	Specialist		1	90
	10	Receptionist		1	90
	11	Clerk/Steno		1	60
	12				
	13				
	14				
	15				
Special Space Requirements	16	General Office Equipment			120
	B	Net Open Space Requirements		3	360
	17	Reception Area (Seating-5)			150
	18	Small Interview Rooms (2)			200
	19				
	20				
	21				
	22				
	C	Net Special Space Requirements			350
		Net Functional Space			1,050
		Component Space Access Area/20% (A + C)			138
		Total Staff and Area Requirements		5	1,188

Figure 4-28

Organizational Component: Military Police Operations

Zone: 4

Planning Units: 3 — Operations Support Services

- (a) Liaison Section
- (b) Community Service Section
- (c) Absentee Control Section

Component Space Classification: Large Scale/A-type Operational Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space	1	Section Supervisor		1	120
	2	Assistant Sect. Supv.		1	100
	3	Absentee Control Team		6	540
	4				
	5				
	6				
	7				
	8				
	A	Net Enclosed Space Requirements		8	760
	9	Clerk/Typist		1	60
Net Open Space	10				
	11				
	12				
	13				
	14				
	15				
	16	General Office Equipment			80
	B	Net Open Space Requirements		1	140
	17	Waiting Area (Seating-6)			150
	18				
Special Space Requirements	19				
	20				
	21				
	22				
	C	Net Special Space Requirements			150
		Net Functional Space			1,050
		Component Space Access Area/20% (A + C)			182
		Total Staff and Area Requirements		9	1,232

Figure 4-29

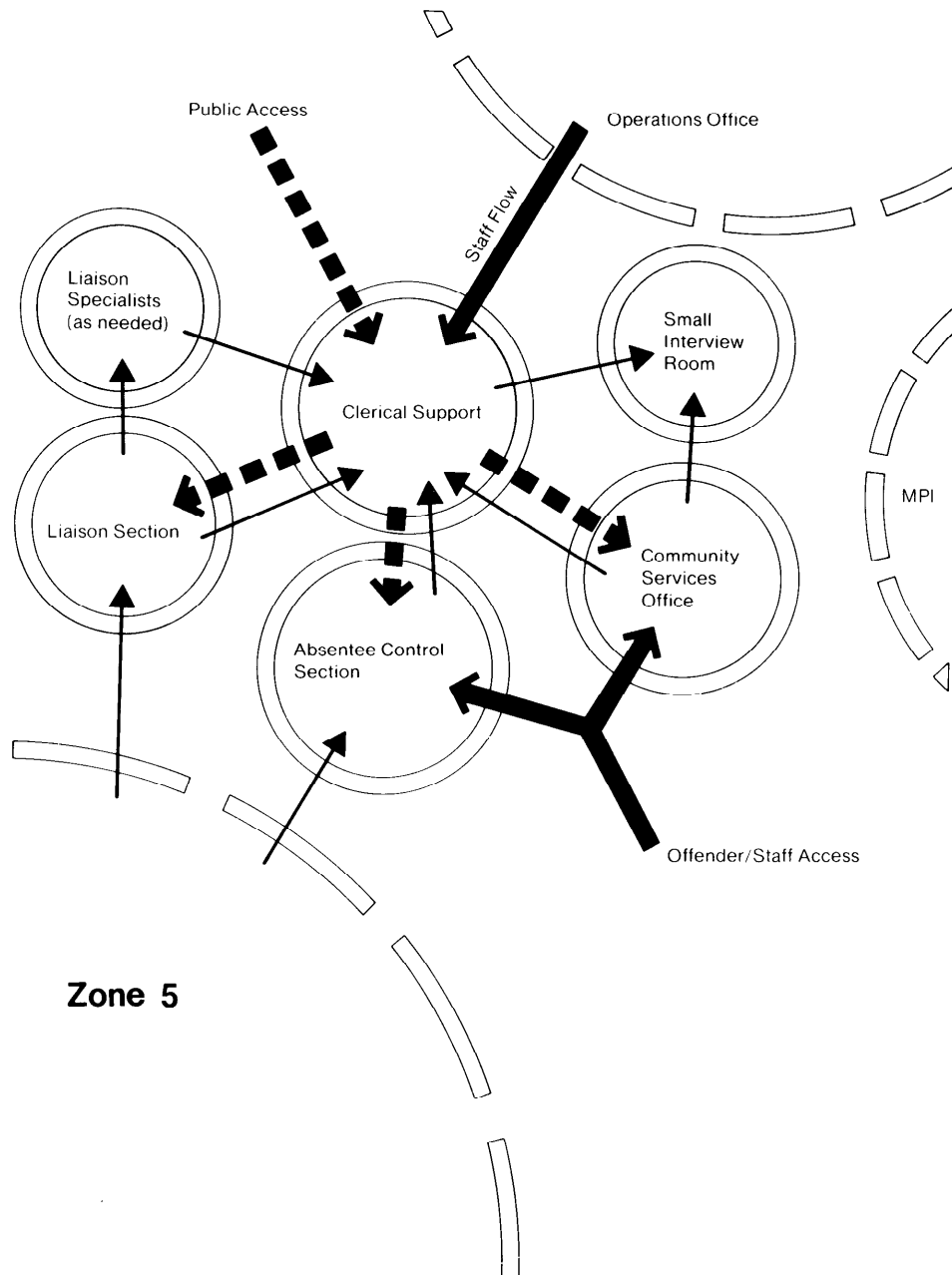


Figure 4-30

Organizational Component: Military Police Operations

Zone: 4

Planning Units: 4 — Traffic Section

Component Space Classification: Large Scale/B-type Operational Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space	Enclosed Space	1 Section Supervisor		1	175
		2 MP Accident Investigator		4	350
		3			
		4			
		5			
		6			
		7			
		8			
Net Office Space	Open Space	A Net Enclosed Space Requirements		5	525
		9 Assistant Section Supervisor		1	100
		10 MP Accident Investigator		(6)	360
		11 Clerk/Typist		1	60
		12			
		13			
		14			
		15			
		16 General Office Equipment			245
		B Net Open Space Requirements		8	765
Special Space Requirements		17 Waiting Area (counter/seating-6)		1	263
		18 Work Area (2 work stations/plan files)		1	188
		19			
		20			
		21			
		22			
	C	Net Special Space Requirements		2	451
		Net Functional Space			1,741
		Component Space Access Area/20% (A + C)			195
		Total Staff and Area Requirements		13	1,936

Figure 4-31

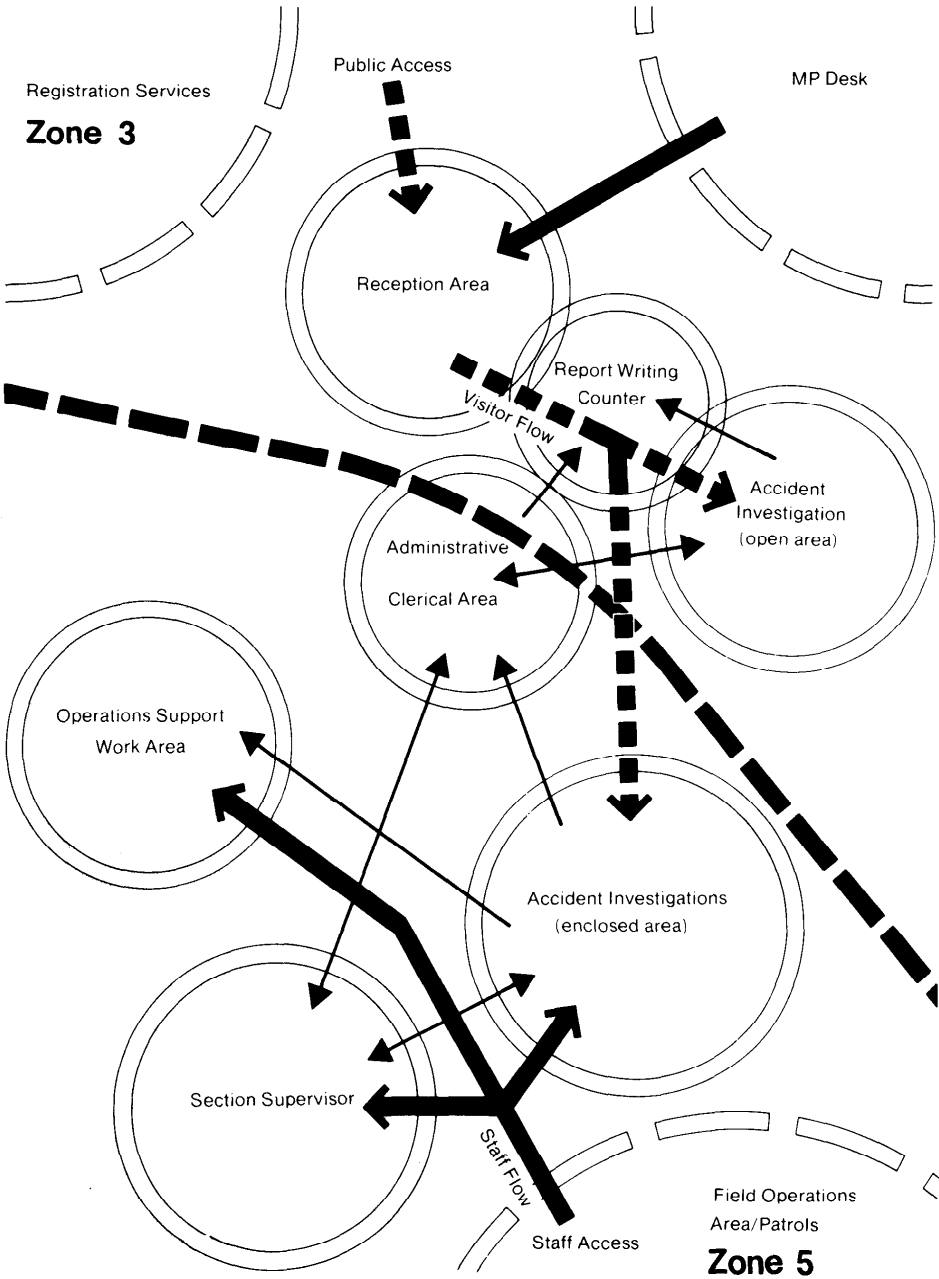


Figure 4-32

Organizational Component: Military Police Operations

Zone: 5

Planning Units: 5 — Investigations

Component Space Classification: Large Scale/C-type Operational Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space	Enclosed Space	1 MPI Supervisor		1	150
		2 Assistant MPI Supv.		1	125
		3 MP Investigator		6	480
		4			
		5			
	Open Space	6			
		7			
		8			
		A Net Enclosed Space Requirements		8	755
		9 Clerk/Typist (Reception)		1	90
Special Space Requirements	Open Space	10 MPI		6	360
		11			
		12			
		13			
		14			
	Requirements	15			
		16 General Office Equipment			100
		B Net Open Space Requirements		7	550
		17 Reception Area (Seating-5)			150
		18 Evidence & Property Storage		1	700
		19 Small Interview Room (2)			200
		20 Large Interview Room (2)			300
		21			
		22			
		C Net Special Space Requirements		1	1,350
		Net Functional Space			2,655
		Component Space Access Area/20% (A + C)			421
		Total Staff and Area Requirements		16	3,076

Figure 4-33
Investigations/Physical Security Sections

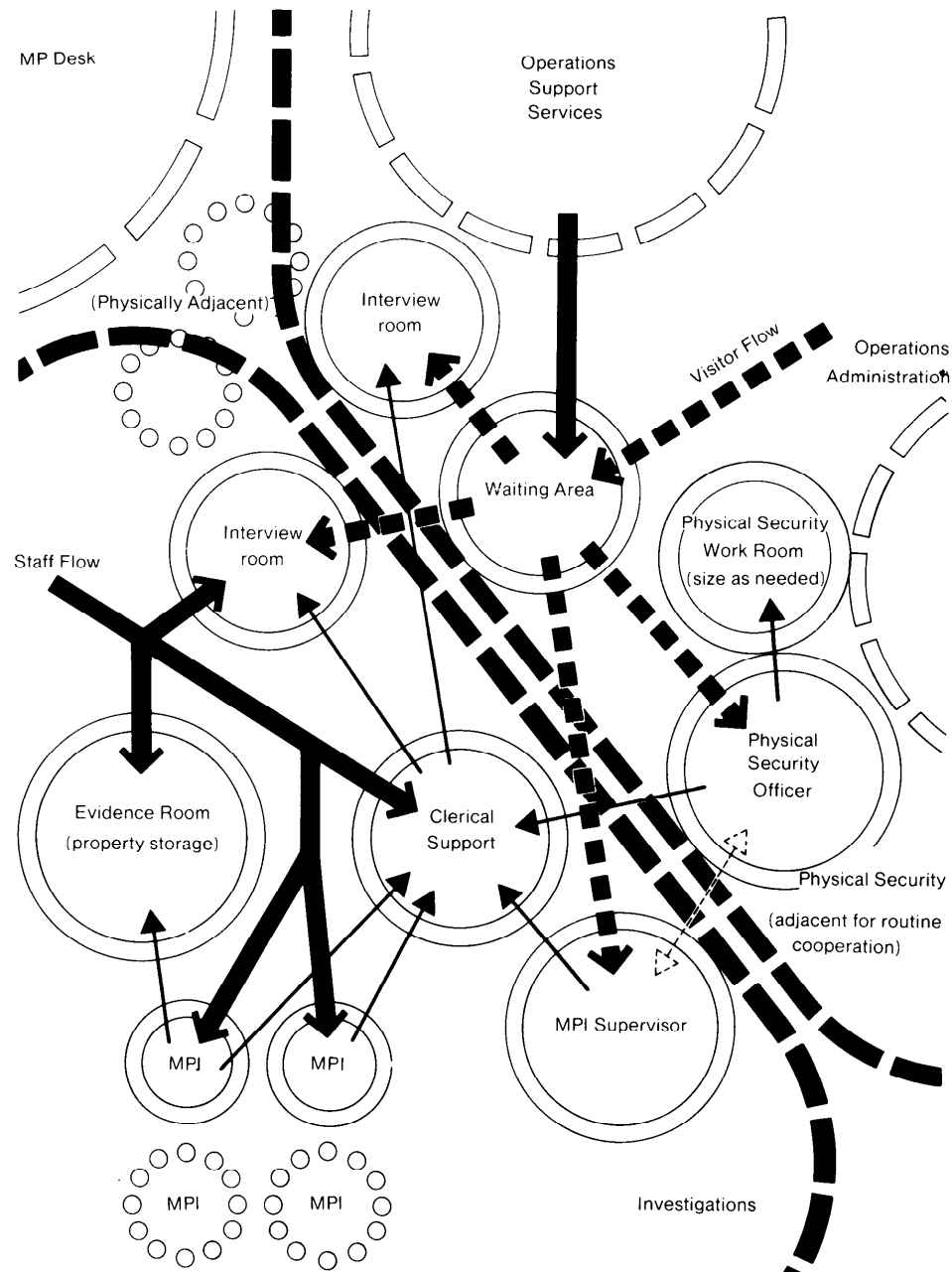


Figure 4-34

Organizational Component: Military Police Operations

Zone: 5

Planning Units: 6 — Physical Security

Component Space Classification: Large Scale/C-type Operational Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space	1	Physical Security Supv.		1	150
	2	Physical Security Spec.		2	200
	3				
	4				
	5				
	6				
	7				
	8				
Enclosed Space	A	Net Enclosed Space Requirements		3	350
	9	Clerk/Typist (Reception)		1	120
	10	Physical Security Spec.		4	240
	11				
	12				
	13				
	14				
	15				
Open Space	16	General Office Equipment			80
	B	Net Open Space Requirements		5	440
	17	Reception Area (Seating-5)			150
	18	Physical Security Workroom			150
	19	Equipment Storage			100
	20				
	21				
	22				
Special Space Requirements	C	Net Special Space Requirements			400
		Net Functional Space			1,190
		Component Space Access Area/20% (A + C)			150
		Total Staff and Area Requirements		8	1,340

Figure 4-35
Investigations/Physical Security Sections

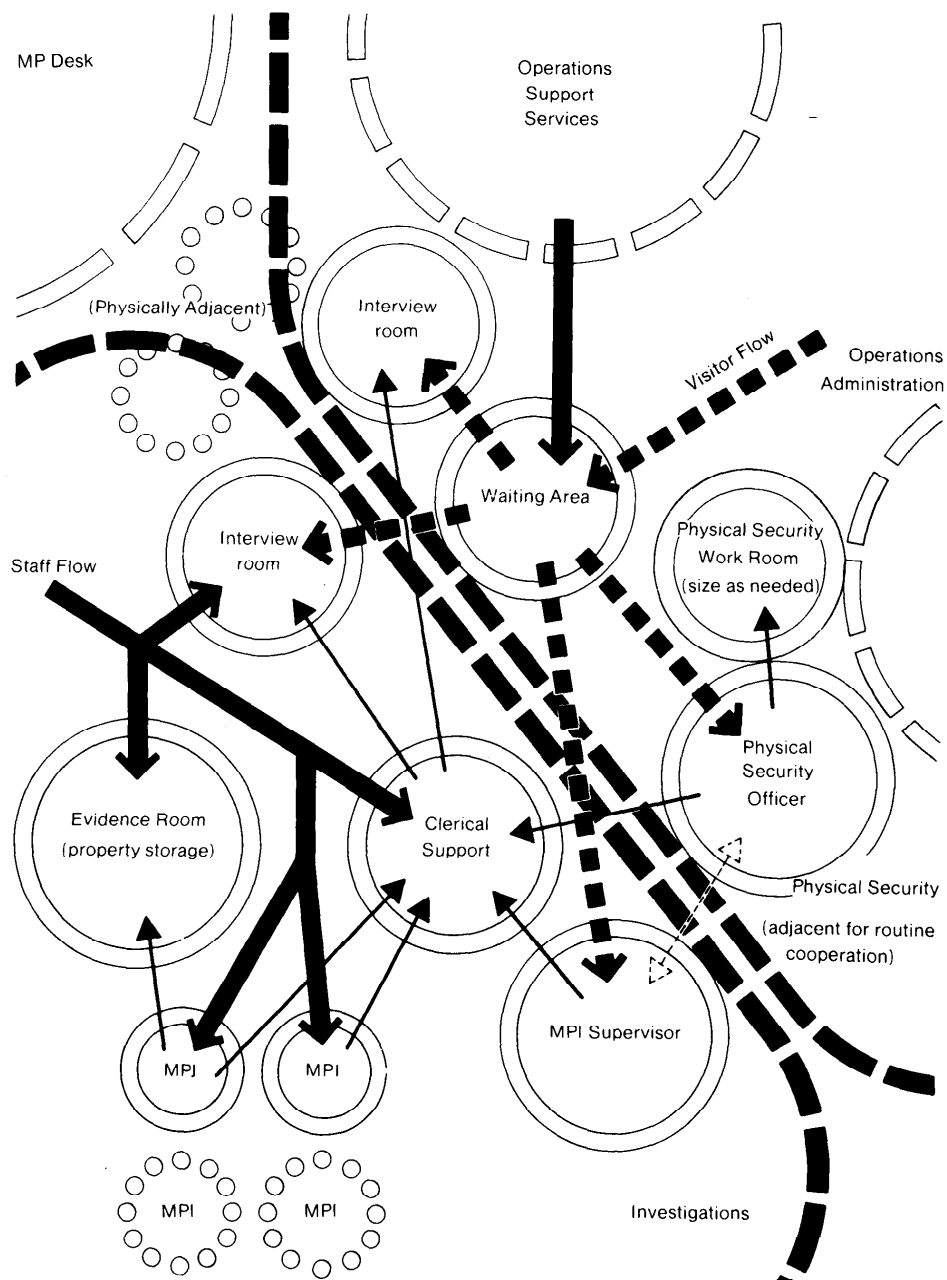


Figure 4-36

Organizational Component: Military Police Operations

Zone: 5

Planning Unit: 7 — On-Duty Operations

Component Space Classification: Large Scale/A-type Operational Activity

Type	LIN	Functional Elements	Space Standard	Staff	Sq. Ft.
Net Office Space Enclosed Space	1	Duty Office	*	(2)	250
	2	MP Desk	*	3	575
	3	Communications Room	*	2	180
	4	Public Recept. Desk	*	(1)	150
	5	Patrol Reports Room	*		150
	6	Awol App. Team	*	2	180
	7				
	A	Net Enclosed Space		10	1,485
	8	Detention Clerk (female)		(1)	60
	9				
	10	General Office Equipment			100
	B	Net Open Space Requirement			160
	11	Prisoner Processing & Detention			1,300
	12	Contingency Waiting Area			300
Special Space Requirements	13	Patrol/Staff Break Area			350
	14	Patrol Briefing Room			600
	15	Locker/Shower/Toilet			1,150
	C	Net Special Space Requirements			3,700
		Net Functional Space			5,345
		Component Space Access Area/20% (A + C)			1,037
		Total Staff and Area Requirements		11	6,382

Figure 4-37

